NOTICE: This publication is available electronically on the USAFA WWW site at http://www.usafa.af.mil/scs/afapbf.htm.

This supplement identifies responsibilities and procedures for the preparation, safeguarding, and submittal of SORTS reports from the United States Air Force Academy to HQ USAF.

1.4.1. Working papers, when associated with SORTS, must be marked with the classification on the top, bottom, front, and back of each product. Classification will be larger than the text of the product. Afford SORTS information an independent section in a GSA approved security container to prevent mishandling.

1.5.2. The unit commander will be the final authority in the release of SORTS information. In his absence, the acting commander must be designated on G series orders as the acting commander. This does not apply to the release of the report to the Command Reporting Organization (CRO) for normal reporting. For normal release of the "report," in cases where the unit commander is not available, those individuals the unit commander has designated on the "alternate signature" memorandum will suffice.

1.10.2. The USAFA Command Post (10 ABW/CP) is designated as the DOC Statement approval authority.

1.10.3. 10 ABW/CP is the Command Reporting Organization (CRO) for the USAF Academy. All further references to the USAFA Command Post, for the purposes of SORTS, will be CRO.

1.10.3.8. The CRO will maintain JP 1-03.3, *JRS, Status of Resources and Training System (SORTS),* AFI 10-201, AFI 10-403, *Deployment Planning*, and this supplement and is designated as the OPR for the USAFA supplement to AFI 10-201.

1.10.3.11. (Added) Conduct SORTS briefing at the discretion of the Superintendent (HQ USAFA/CC) and Commander, 10th Air Base Wing (10 ABW/CC).

1.10.3.12. (Added) The CRO will ensure DOC Statements are reviewed annually by the measured unit commander.

1.10.3.13. (Added) The CRO is authorized to enlist support from any agency deemed necessary in the accomplishment of the intent of AFI 10-201. Due to the diversity of SORTS issues, specific agencies cannot be listed.

1.10.3.14. (Added) The CRO will ensure newly appointed unit SORTS monitors receive an initial orientation briefing within 30 days after appointment by the measured unit commander. The CRO will maintain a record of all SORTS training received by the unit monitors.

1.10.3.15. (Added) The CRO will provide secure storage for units that do not have the ability to store classified.

1.10.3.16. (Added) The CRO will establish an Inspection/Staff Assistance Visit (SAV) program to support the SORTS program. Inspections will be semiannual, and SAVs will be upon request from the measured unit or support agency. The CRO will maintain the most recent record of inspection or SAV. (See Checklists at attachments 2-5 (Added) which are authorized for local reproduction.)

1.10.4. The 10th Air Base Wing, Logistics Division (10 ABW/LG) will fulfill the requirements of the MAJCOM Functional Area Office for all SORTS reporting units at USAFA.

1.10.5. Innovation and Strategic Planning (HQ USAFA/XPQ) will fulfill these requirements.

1.10.5.1. (Added) HQ USAFA/XPQ will provide an automated data product that compares UTC requirements to UMD authorizations to the measured unit by the 15th of each month.

1.10.6. Personnel (HQ USAFA/DP) will fulfill these requirements.

1.10.7. Plans and Programs (10 ABW/LGLX) will fulfill these requirements.

1.10.8. (Added) **MAJCOM Logistics (10ABW/LG).** 10 ABW/LG will review unit Equipment and Supplies and Equipment Condition area worksheets. The purpose of the review will be to determine any projected shortfalls and to provide assistance for and updates to current shortfall for each measured unit. The appropriate office within 10 ABW/LG will enter on the Equipment and Supplies and Equipment Condition worksheet the date and office symbol that performed the coordination along with the signature of the reviewing official. As the MAJCOM LG function, the 10 ABW/LG may suggest appropriate remarks to include in the measured unit SORTS report as necessary. These remarks, if provided, will be reviewed by the measured unit's commander for consideration.

1.12.1. For the purposes of SORTS, the "Commander of the Wing or Base" is designated as the Commander, 10th Air Base Wing (10 ABW/CC).

1.12.1.2. (Added) Prior to report submission, 10 ABW/CC will be briefed on SORTS status of measured units. If deemed appropriate, 10 ABW/CC will expound on measured unit commander SORTS remarks.

1.12.1.3. (Added) The CRO will be the office of primary responsibility (OPR) for SORTS and will accomplish all installation SORTS reporting.

1.12.2. (Added) The CRO will fulfill the requirements of the Subordinate Reporting Organization. The CRO will provide a data base to unit monitors prior to report submission.

1.12.2.1. (Added) The CRO will maintain records for 90 days for each SORTS measured unit.

1.12.2.2. (Added) The CRO will ensure reports are signed by the measured unit commander (or designated alternate), prior to 10 ABW/CC briefing and submission into the SORTS reporting system.

1.12.2.3. (Added) The CRO will notify measured units of reporting requirements by means of the Designed Operational Capability (DOC) statement.

1.12.4. Military Personnel (10 MSS/DPM) will fulfill the requirements of the "Supporting Personnel Office."

1.12.4.1. (Added) 10 MSS/DPM will validate critical personnel worksheets. After validation, 10 MSS/ DPM will sign the worksheets to record the process. The validation process will include:

1.12.4.1.1. (Added) Ensure the unit has used Table 4.4 (of the basic instruction) and listed all critical AFSCs, regardless of skill level, in the "AFSC" column. Suffixed AFSCs should be counted separately, and prefixed AFSCs should be counted together unless Table 4.4 says otherwise. Do not count "1" skill level positions.

1.12.4.1.2. (Added) Using Table 4.4 and the UTC, ensure that required AFSCs and skill levels are correctly reflected in the REQD column.

1.12.4.1.3. (Added) Ensure that all personnel assigned to the unit, to include TDY personnel, are entered in the ASGN column. Overages of personnel in the ASGN column v REQD numbers will be indicated by the number of "overage" personnel in parenthesis.

1.12.4.1.4. (Added) Ensure that the AVAIL column figures are correct by comparing the ASGN and AVAIL figures. If a skill level substitution was used by the unit to supplement the AVAIL figure, ensure that the substitution is allowable by the UTC requirement in accordance with AFI 10-201, paragraphs 4.3.2.3, 4.3.2.3.1, 2, and 3. UTC substitution must be reflected in accordance with paragraph 1.3.3 of the Critical Personnel Worksheet instructions, this supplement.

1.12.4.1.5. (Added) Ensure that the totals in LABELS CPAUTH, CPASG, and CPAVL are correct.

1.12.4.1.6. (Added) When validation is complete, sign and date the Critical Personnel Worksheet at the bottom of the form.

1.12.4.2. (Added) 10 MSS/DPM will produce a SORTS desire list for each measured unit by the 15th of each month. The product will show authorized personnel strengths, assigned personnel, and those personnel's current official duty status. If the PC III system is used, 10 MSS/DPM will provide detailed procedures and training to the unit SORTS monitor that will allow them to pull the data from the PC III system. Duty status codes on the SORTS desire listing produced by 10 MSS/DPM are identified in AFI 10-403. Each measured unit will maintain AFI 10-403.

1.12.4.3. (Added) 10 MSS/DPM will provide training to unit SORTS monitors at the Quarterly SORTS training, hosted by the CRO. Training will consist of how to read and update the SORTS Desire List, personnel AFSC substitution and other issues as deemed appropriate by 10 MSS/DPM.

1.13.1.1. (Added) Ensure funds are available to support TDYs for unit SORTS monitors to attend the AETC MTT SORTS Data Handlers Course. Unit monitors should have at least 1-year retainability in the position as the unit SORTS monitor.

1.13.1.2. (Added) Ensure an "Appointment Memorandum" is submitted to the CRO appointing a primary and alternate unit SORTS monitor. (See sample memorandums at attachment 6 (Added.)

1.13.1.3. (Added) Ensure an "Authorized Signature Memorandum" is submitted to the CRO appointing, as a minimum, two individuals (with sample signatures) authorized to release the measured unit SORTS report in the absence of the measured unit commander. The unit commander will be briefed within 5 workdays upon his or her return by the releasing authority. The unit commander will sign and date the Overall Worksheet to document his or her review. In the absence of all individuals authorized to release the measured unit SORTS report, the Commander, 10 ABW will sign the report for release into the SORTS reporting system. (See worksheets at attachment 7 (Added) which are authorized for local reproduction.)

1.13.1.4. (Added) The measured unit commander will sign all reports prior to release to the CRO.

1.13.1.5. (Added) The measured unit commander will validate all raw data in accordance with governing directives applicable to those areas that pertain to SORTS. This can be accomplished through various methods already in place within the unit (i.e. briefings, self-inspection programs, quarterly/annual training requirements etc.). The unit commander is not expected to "bean count" assets, but instead, be aware of the areas that make up his or her unit's SORTS raw data.

1.13.2. All measured units will be scheduled for SORTS submission by an annual memorandum. Unit SORTS monitors will be available to the CRO to resolve issue during all phases of the reporting process.

1.13.2.1.1. (Added) Unit personnel worksheets will be coordinated through Employment/Retraining/ Classification (10MSS/DPMAE) The unit monitor will ensure that the MPF signs and validates critical personnel figures prior to submission to the measure unit commander for signature, and submission to the CRO for transmission.

1.13.2.1.2. (Added) The unit SORTS monitor will ensure the measured unit commander or designated alternate signs the "Overall" worksheet and assigns the Overall C-Level for the unit prior to submission to the CRO for transmission.

1.13.2.3. (Added) The unit SORTS monitor will maintain a historical file of measured unit SORTS worksheets, supporting data, and unit data base for a 90-day period. All other data will be destroyed in accordance with proper destruction procedures for classified material.

1.13.2.4. (Added) The unit SORTS monitor will ensure the CRO, measured unit commanders, installation deployment officer (IDO) and functional manager (FM) are kept appraised of any change in status that may effect the units capability to fulfill its war time mission.

1.13.2.5. (Added) The unit SORTS monitor will ensure that the raw data used to compile the SORTS report is validated in accordance with governing manuals or instructions and that the unit commander is briefed on the pertinent data.

1.13.2.6. (Added) The unit SORTS monitor will maintain on the file the latest CRO SAV/Inspection, Unit SORTS Monitor Memorandum; Authorized Signature Memorandum, with sample signatures; AETC SORTS Data Handlers Course Schedule; Annual Unit SORTS Report Suspense memorandum; and the Quarterly Local SORTS Training Schedule (Annual).

1.13.2.7. (Added) Measured units will maintain the most current DOC Statement. If the DOC Statement is classified and the unit does not have the ability to store classified, the CRO will provide storage.

1.13.2.8. (Added) The unit SORTS monitor will maintain the current AFI 10-201, to include, USAFA Supplement; and AFI 10-403; and all applicable updates and or changes.

1.13.3.3. (Added) At least one unit SORTS monitors must attend the AETC MTT SORTS Data Handlers Course. The CRO will provide supplemental training to unit SORTS monitors after attendance of the AETC Mobile Training Team (MTT), SORTS Data Handlers Course in the following areas:

1.13.3.3.1. (Added) DOC Statement.

1.13.3.3.2. (Added) Worksheet.

1.13.3.3.3. (Added) AFI 10-201.

1.13.3.3.4. (Added) Data base review.

2.3.4. Any agency other than the CRO and supporting agencies requesting DOC statements will be approved or disapproved by the measured unit commander in accordance with AFI 10-201 and this supplement. Final authority rests with the measured unit commander.

2.3.5. Measured unit commanders and unit SORTS monitors will ensure the DOC statement is accurate and correctly reflects the unit's tasking. DOC statements are required to be reviewed and updated annually. Annotate review by dating and initialing in the appropriate coordination block in part 6 of the unit's DOC statement.

2.3.5.1. (Added) New measured unit commanders will be indoctrinated by the unit SORTS monitor. The CRO and DP function manager will be available to assist in the brief if requested.

2.3.5.2. (Added) The unit SORTS monitor will ensure the new measured unit commander reviews and signs the unit DOC statement within 30 days after assuming command.

2.14. (Added) As a minimum, all DOC statements will to be coordinated through the following agencies:

2.14.1. HQ USAF. HQ USAF Functional Manager.

2.14.2. MAJCOM. USAFA Command Post (10 ABW/CP), HQ USAFA/XPM (Manpower), HQ USAFA/DP (USAFA Personnel), 10 LG/LGLX (Plans), 10 ABW/LGX (Installation Deployment Officer), 10 MSS/DPMAE (Employment and Readiness).

2.14.3. UNIT CC Review. Unit Commander. (Unit Commander is defined by the level of command echelon identified in Part 1, Measured Unit, of the unit's DOC statement)

3.3.1. Changes in C-Levels (measured resource area or overall) will be reported to the CRO within 12 hours. Errors detected that do not affect a C-level will be corrected within 24 hours.

3.3.2.2. Measured units will always submit worksheets and supporting data. The CRO will confirm that no change has occurred and submit the validation report.

3.5. Measured units will not implement deployed reporting procedures until direction is received from the CRO. HQ USAF will implement this type of reporting in the form of an Alert, Warning, and Execution Order. This action will be directed by HQ USAF in coordination with HQ USAF/XOOOR and the CRO. The CRO will further coordinate between HQ USAF and the gaining command as applicable.

3.9.1. Units will submit SORTS data to the CRO on worksheet as provided in this supplement. No other worksheets are authorized. Supporting material (i.e. training records, table of allowances, desire listings, MRRR, etc.) in addition to prescribed worksheets is not required by the CRO, but, will be maintained at the measured unit.

8.1. (Added) See worksheets at attachment 7 (Added).

8.5.1. Provide a valid get well date (GWD) of all measured areas below C-1. The GWD must be validated during every reporting cycle.

8.5.2. Narrative remarks:

8.5.2.1. Remark has not changed. Updated LABEL, GENTEXT/RMK, and date every 30 days with "NO CHANGE" entered in the free text portion of the remark. This documents unit review of the remark. Update entire remark every 90 days to include narrative in GENTEXT/RMK.

8.5.2.2. Remark has changed. Update LABEL, date, and GENTEXT/RMK with the current remark narrative.

8.5.3. When remarks against a measured area are required, the unit will report against LABELS listed on the "OVERALL WORKSHEET" first, then use LABELS on supporting worksheets. This procedure should be followed as a guiding rule when selecting LABELS to remark against unless the AFI directs otherwise.

EXAMPLE: A unit is C-2 in the Training resource area. The Training C-Level is determined by three training subareas. All three subarea percentages equate to C-2 on Table 7.3; enter C-2 in the TRRAT (Training Rating) LABEL. The unit would then pick the appropriate Reason Code from Table 7.6 and enter it in TRRES (Training Reason) LABEL from the OVERALL WORKSHEET. The remark against the TRRES LABEL would state: "This unit is C-2 in Training because...(state *overall reason* in accordance with paragraph 8.5.1)." If the unit is deficient in all Training areas, explain each training deficiency.

Remarks LABEL Summary:

PRRAT: (All units) When UTC/UMD mismatches reflect a shortfall in any AFSC group, submit a remark listing UTC/AFSC/Number of AFSC Required by UTC/Number of AFSC Authorized by UMD. (paragraph 8.5.3.1.4)

PERTP: (All units) Regardless of C-level, if shortages in personnel exist, commanders must indicate action taken to correct the problem. (paragraph 8.5.3.1.5)

ESSA1 through ESSA9: (All units) Explain each Equipment & Supply subarea less than 90 percent. (paragraph 8.5.3.2.1)

ESRES: (All units) When multiple Equipment & Supply areas limit the S-level, summarize problems in a remark. (paragraph 8.5.3.2.1) (Medical) When medical war reserve materiel (WRM) project codes are not specified in subareas, give fill rates for the project codes in the ESRES LABEL. (paragraph 8.5.3.2.4)

RICDA: (All units) Submit remark for A-Bags, B-Bags, and nonaircrew C-Bags. List: the number of mobility bags authorized, required, and on hand. (paragraph 8.5.3.2.3)

ERSA1 through ERSA8: (All units) Explain each Equipment condition subarea less than 90 percent. (paragraph 8.5.3.3)

ERRES: (All units) When multiple subareas limit the Equipment condition C-level, summarize problems in a remark. (paragraph 8.5.3.3)

TRSA1 through TRSA5: (All units) Explain each Training subarea less than 85 percent. (paragraph 8.5.3.4.1)

TRRES: (All units) When multiple subareas are less than 85 percent, summarize problems in a remark.

PRRES: (All units) When the personnel measured level is less than C-1, explain in the PRRES LABEL. (paragraph 8.5.3.1.1)

TRUTC: (All units) Submit a narrative remark in March, June, September, and December reflecting small arms training. (paragraph 8.5.3.4.3)

Attachment 2 (Added)

**US AIR FORCE ACADEMY
STATUS OF RESOURCES AND TRAINING SYSTEM
INSPECTION CHECKLIST
COMMAND REPORTING ORGANIZATION (CRO)**

ITEM

A2.1. Has a Command Reporting Organization been established? (Sup 1.10.3)

A2.2. Has an approval authority for DOC Statements been established? (Sup 1.10.2)

A2.3. Does the CRO have on file and available JCS Pub 1-03.3, AFI 10-201, USAFA Supplement to AFI 10-201 and AFI 10-403 with changes, and any local guidance? (Sup 1.10.3.8)

A2.4. Has the CRO Supplemented AFI 10-201? (AFI 10-201, para 1.10.3.8)

A2.5. Does the CRO have on file current SORTS monitor appointment memorandums for each reporting unit? (Sup 1.13.1.2(Added))

A2.6. Does the CRO maintain memorandums of appointment for MAJCOM Functional Areas Office? (Sup 1.10.4)

A2.7. Does the CRO have on file current commander/designated alternate appointment memorandums, with sample signatures, for each reporting unit? (Sup 1.13.1.3)

A2.8. Does the CRO distribute unit DOC Statements to unit SORTS monitors? (AFI 10-201 para 1.12.2, Sup 1.12.2.3(Added))

A2.9. Does the CRO maintain a copy of each reporting unit's DOC Statement? (AFI 10-201 para 1.12.2)

A2.10. Is the DOC Statement signed by the unit commander and reviewed annually? (Sup 1.10.3.12(Added), Sup 2.3.5))

A2.11. Does the CRO maintain and provide each unit a copy of their current database? (Sup 1.12.2(Added))

A2.12. Has the CRO ensured that outdated, extraneous, or erroneous data has been removed from the unit's data base? (Sup 1.12.2(Added))

A2.13. Does the CRO store classified DOC Statements for units unable to store classified DOC Statements? (Sup 1.10.3.15(Added), 1.13.2.7(Added))

A2.14. Has the CRO established a training program to supplement AETC training for unit SORTS monitors? (Sup 1.13.3.3)

A2.15. Does the CRO conduct (initial and or refresher) training with unit SORTS monitors a minimum of annually? (Sup 1.10.3.14, 1.12.4.3)

A2.16. Does the CRO record and maintain a record of training unit monitors? (Sup 1.10.3.14(Added))

A2.17. Does CRO conduct local indoctrination training for unit commanders/designated alternates for new reporting units? (Sup 2.3.5.1(Added))

A2.18. Does CRO provide unit SORTS monitors with AETC SORTS data handlers course schedules? (Sup 1.13.2.6(Added))

A2.19. Has CRO conducted inspections with each unit/agency involved in the reporting process a minimum of semiannually? (Sup 1.10.3.16(Added))

A2.20. Does CRO maintain records of the most recent unit and or agency inspection/SAV that was conducted? (Sup 1.10.3.16(Added))

A2.21. Has the CRO established procedures to brief wing/center commanders? (Sup 1.12.1.2(Addded))

A2.22. Does the CRO brief commanders at least quarterly? (Sup 1.12.1.2(Added), 1.10.3.11(Added))

A2.23. Has the CRO established procedures to ensure SORTS data is reviewed and submitted monthly? (Sup 1.12.4.1(Added), 1.13.1.5, 1.13.2.5))

A2.24. Are SORTS reports submitted prior to the last duty day of the month or within 24 hours of a change? (AFI 10-201, para 3.3.1, Sup 3.3.1)

A2.25. Does the CRO ensure that the unit SORTS monitors coordinates with MPF on personnel C-Level worksheets? (Sup 1.13.2.1.1(Added))

A2.26. Does the CRO ensure that the MPF has reviewed and signed the personnel worksheets? (Sup 1.12.4, 1.12.4.1)

A2.27. Does the CRO have current SORTS software available and functioning?

A2.28. Does the CRO have access to WWMCCS and or AUTODIN?

A2.29. Does the CRO primary and alternate SORTS monitors have a used for the WWMCCS?

A2.30. Does the CRO use the proper format for addressing and uploading SORTS reports?

A2.31. Does the CRO use the proper routing indicator? (RUELHQS)

Attachment 3 (Added)

**US AIR FORCE ACADEMYSTATUS OF RESOURCES AND TRAINING SYSTEM
INSPECTION CHECKLIST
REPORTING UNITS**

ITEM

A3.1. Does the unit commander review data and remarks for quality and assign the overall C-level based on DOC statement mission; and, are unit SORTS report (C-Level Worksheets) signed by the unit commander or designated alternate prior to submission to the CRO? (AFI 10-201, para 1.13.1, Sup 1.13.1.3(Added), and Sup 1.13.1.4(Added))

A3.2. Does the unit commander ensure report submissions meet established time lines? (AFI 10-201, para 1.13.1)

A3.3. Are SORTS reports submitted by the established date to the CRO, or within 12 hours of a change? (Sup 3.3.1)

A3.4. Does the unit have procedures established to ensure SORTS data is reviewed and submitted monthly? (Sup 1.13.2, 1.13.2.5(Added), 1.13.2.6(Added))

A3.5. Has the unit commander appointed and trained at least two SORTS monitors so the unit could deploy one in crisis and allow for peacetime leave without disrupting reporting? (AFI 10-201, para 1.13.1, Sup 1.13.1.1(Added), Sup 1.13.1.2(Added))

A3.6. Have unit SORTS monitors attended an AETC SORTS Data Handlers course? (AFI 1.13.1, 1.12.1, Sup 1.13.3.3(Added), and Sup 1.13.1.1(Added))

A3.7. Does the unit SORTS monitor have on file the unit commanders appointment memorandum appointing a primary and alternate SORTS monitor? (Sup 1.13.2.6(Added))

A3.8. Does the unit SORTS monitor have on file the unit commanders appointment memorandum appointing designated alternates authorized to sign the unit's SORTS report? (Sup 1.13.2.6(Added))

A3.9. Are sample signatures provided on the designated alternate signature memorandum? (Sup 1.13.1.3(Added))

A3.10. Has the unit established procedures to update the unit commander, CRO and IDO on changes to the unit's rating within established time lines (12 hours)? (AFI 10-201, para 3.3.1, Sup 3.3.1, Sup 1.13.2.4(Added))

A3.11. Is the unit commander briefed within 5 days of return of any changes to the unit C-Level or report up date? (Sup 1.13.1.3(Added))

A3.12. Does the unit commander provide recommended changes to unit DOC statement to the MAJCOM Functional Manager? (AFI 10-201, para 1.13.1)

A3.13. Does the unit's SORTS report, worksheets and working papers have the proper overall classification, classified by and declassification markings? (AFI 10-201, para 1.4, and Sup 1.4.1)

A3.14. Does the unit SORTS monitor have a copy of the current data base on file? (Sup 1.13.2.3(Added))

A3.15. Does the unit SORTS monitor review data extracted from existing records before submitting the end-of-month report (i.e. data base, MRRR, SORTS Desire Lists, training records, equipment inventories, LOGDET, etc.)? (AFI 10-201, para 1.13.2.1)

A3.16. Does the unit ensure errors in the data base are corrected within 24 hours? (Sup 3.3.1)

A3.17. Does the unit have the required remarks in the data base? (AFI 10-201 8.5, Sup 8.5.2, Sup 8.5.3)

A3.18. Does the unit have the following required remarks present in the data base? RICDA, CADAT? (Sup 8.5.1)

A3.19. If the unit is reporting an Overall C-Level of less than C-1, has it been explained in the "REASN" remark? (AFI 8.5.3.5)

A3.20. Does the unit SORTS monitor maintain unit C-Level worksheets and reports for 90 days? (Sup 1.13.2.3(Added))

A3.21. Does the units SORTS monitor have on file and available AFI 10-210 , USAFAI supplement with changes, and any local guidance?(Sup 1.13.2.8(Added))

A3.22. Does the unit SORTS monitor conduct validation of raw data used to build the SORTS report? (i.e. number of MOBAGS, other equipment, and actual training completed. (Sup 1.13.2.5(Added))

A3.23. Does the measured unit commander validate raw data? (Sup 1.13.1.5(Added))

A3.24. Does the unit SORTS monitor maintain a copy of the current CRO SAV/Inspection? (Sup 1.13.2.6(Added))

A3.25. Does the unit monitor have the capability of storing classified material? (Sup 1.4.1)

A3.26. Are procedures in place to limit release of SORTS data? (AFI 1.5, Sup 1.5.2, Sup 2.3.4))

A3.27. Is the Personnel Desire Listing from MPF adequate for the computing of the SORTS Personnel C-Level? (AFI 10-201 para 1.13.2.1)

A3.28. Does the unit SORTS monitor coordinate with the MPF on the Personnel C-Level Worksheets? (Sup 1.13.2.1.1)

A3.29. Has the MPF personnel signed the Personnel Worksheets? (Sup 1.13.2.1.1(Added))

A3.30. Are current DOC Statements maintained by the unit SORTS monitor? (Sup 1.13.2.7(Added))

A3.31. Is the unit DOC Statement coordinated with proper agencies? (Sup 2.14(Added))

Attachment 4 (Added)

**US AIR FORCE ACADEMY
STATUS OF RESOURCES AND TRAINING SYSTEM
INSPECTION CHECKLIST
MANPOWER OFFICE**

ITEM

A4.1. Has the position of MAJCOM Manpower Office been fulfilled? (Sup 1.10.5)

A4.2. Has the position of supporting Manpower Office been fulfilled? (Sup 1.10.5)

A4.3. Does the Manpower Office identify wartime manpower requirements and authorizations mismatches to the functional area office and assist, when possible, functional manager in mismatch resolution? (AFI 10-201, para 1.10.5)

A4.4. Does the Manpower Office send remarks to be added to the SORTS data base to the functional manager for submission? (AFI 10-201, para 1.10.5)

A4.5. Does the Manpower Office provide inputs to proposed DOC statements as required by the CRO? (AFI 10-201, para 1.10.5)

A4.6. Does the Manpower Office provide, upon request, automated data products to the functional area manager, measured units, and local personnel office that will compare UTC requirements to UMD authorizations. (AFI 10-201, para 1.10.5)

A4.7. Does the local Manpower Office provide automated data products that show current deployment planning UTC taskings, in place wartime requirements, and requirements to authorizations comparison to the reporting units? (AFI 10-201, para 1.12.3)

A4.8. Does the Manpower Office notify measured units and local personnel office as changes to requirements and authorizations occur? (AFI 10-201, para 1.12.3)

A4.9. For changes to the USAF MANFOR, does the Manpower Office provide a MANFOR UTC report showing the changes to the affected measured units within 14 days of the USAF MANFOR update release date? (AFI 10-201, para 1.12.3)

A4.10. Are products produced in a timely manner to unit monitors? (Sup 1.10.5.1(Added))

Attachment 5 (Added)

US AIR FORCE ACADEMY
STATUS OF RESOURCES AND TRAINING SYSTEM
INSPECTION CHECKLIST
PERSONNEL FUNCTION

ITEM

A5.1. Has a MAJCOM Personnel Office been appointed? (Sup 1.10.6)

A5.2. Has a Supporting Personnel Office been designated? (Sup 1.12.4)

A5.3. Does the Supporting Personnel Office validate critical personnel data? (Sup 1.12.4.1(Added))

A5.4. Does the Supporting Personnel Office produce automated products to support Unit SORTS monitors? (Sup 1.12.4.2)

A5.5. Does the Supporting Personnel Office provide PC III System training if the PC III System is used in SORTS? (Sup 1.12.4.2(Added))

A5.6. Does the Supporting Personnel Office provide duty status code definitions to the unit? (Sup 1.12.4.2(Added))

A5.7. Does the Supporting Personnel Office provide training to Unit SORTS monitors on personnel issues? (Sup 1.12.4.3, Sup 1.12.4.2(Added))

A5.8. Does the MAJCOM Personnel Office send remarks to be added to the SORTS data base to the functional area office for submission? (AFI 10-201, para 1.10.6)

A5.9. Does the MAJCOM Personnel Office provide inputs to the proposed DOC statements as required by the CRO? (AFI 10-201, para 1.10.6)

A5.10. Does the Supporting Personnel Office produce personnel management products listing assigned personnel their current official duty status? (AFI 10-201, para 1.12.4 Sup 1.12.4.2(Added))

A5.11. Does the Supporting Personnel Office provide technical expertise to measured units as required? (AFI 10-201, para 1.12.4, Sup 1.12.4.3(Added, Sup 2.3.5.1(Added))

A5.12. Does the Supporting Personnel Office relay notices of inbound personnel to fill shortfall and any projected unfilled vacancies to measured units? (AFI 10-201, para 1.12.4)

Attachment 6 (Added)

UNIT SORTS MONITOR
SAMPLE APPOINTMENT MEMORANDUM
(APPROPRIATE LETTER HEAD)

DATE

MEMORANDUM FOR 10 ABW/CP

FROM: *(Your organization)*

SUBJECT: Appointment of Unit Status of Resources and Training Systems (SORTS) Monitor

1. The following personnel are appointed as primary and alternate unit SORTS monitors and are authorized to pick up and deliver the unit SORTS report. They are also designated as points of contact for SORTS for this unit.

NAME	**RANK**	**SSN**	**SECURITY CLEARANCE**	**DUTY PHONE**	**HOME PHONE**	
Doe, John	TSgt	123-45-6789	Secret	1234	472-1234	(Primary)
Smith, Ken	GS-9	234-56-7890	Secret	2345	719-123-4567	(Alternate)

Signature Block of Measured Unit Commander

(DATE)

SECURITY CLEARANCES VERIFIED

Signature Block of Unit Security Manager

OFFICIAL USE ONLY

Memorandum contains Privacy Act Material. Maintain and Destroy in accordance with AFI 37-132

Authorized Signatures Memorandum
SAMPLE MEMORANDUM
(APPROPRIATE LETTER HEAD)

DATE

MEMORANDUM FOR 10 ABW/CP

FROM: *(Your Organization)*

SUBJECT: Status of Resources and Training Systems (SORTS) Authorized Signatures

The following personnel are authorized by the measured unit commander to sign the SORTS report in the absence of the measured unit commander.

NAME	**RANK**	**SSN**	**CLEARANCE**	**SAMPLE SIGNATURE**
Doe, John E.	Maj	123-45-6789	TS	
Smith, Jane A.	GS-11	234-56-7890	Secret	

Signature Block of Measured Unit Commander

(DATE)

SECURITY CLEARANCES VERIFIED

Signature Block of Unit Security Manager

OFFICIAL USE ONLY

Memorandum contains Privacy Act Material. Maintain and Destroy in accordance with AFI 37-132

Attachment 7 (Added)

CLASSIFIED: C O N F I D EN T I A L (WHEN FILLED IN)

10TH CIVIL ENGINEER GROUP
OVERALL C - LEVEL WORKSHEET

Date: (RICDA)_____ UIC: FFBFW0 DOC Response Time(TREAD): 24 HRS

OVERALL C-LEVEL: C- _____
                                                    (READY)

PERSONNEL: P -_____   _____
          (PRRAT)   (PRRES)

                          OVERALL REASON CODE: _____
                                                  (REASN)

EQSUPPLY: S - _____   _____
          (ESRAT)   (ESRES)   1. Use the Reason Code that best describes why
                                       less than C-1: **P, S,** or **T**.

EQCONDN: R -____**6**___ __**RNM**__   2. Use a "**Z**" if the commander subjectively
          (ERRAT)   (ERRES)   changes the Overall
                                   C-level and one of the measured areas is rated "6."
                                   3. Use a "6" if one or more areas is C-6, but the
                                   Overall C-level is C-1.

TRAINING: T - _____   _____
          (TRRAT)   (TRRES)

Assign a Secondary Reason Code explaining the primary reason the commander is subjectively upgrading the Overall C-Level. If the commander is downgrading the Overall C-Level then pick a code from tables: 4.6, 5.7, 6.6 or 7.6. If needed, assign a Tertiary Reason Code to explain the next most limiting factor from the tables listed above.

SECONDARY REASON CODE_____   TERTIARY REASON CODE:_____
              (SECRN)   (TERRN)

If the Overall C-Level is less then C-1, then you must enter a projected C-Level and an estimated forecast date the C-Level will change.

Projected C-Level:_____Forecast Date:_____
          (CARAT)   (CADAT)

INSTRUCTIONS. Use this worksheet with AFI 10-201 and all measured area worksheets.

1. Transpose C-Level and reason code information from each measured area worksheet.

2. The Unit commander will evaluate the measured areas to determine the units overall C-level. Enter the .Commanders suvjective overall C-Level rating in READY.

3. If the commander is SUBJECTIVELY upgrading or downgrading the units overall C-level, enter the overall C-level rate in READY and a remark against "REASN" in LABEL. The remark should include the commanders rational in changing the C-Level, actions taken to correct the problem, progressive C-level and a Get Well Date.

4. The unit SORTS monitor must sign and date the "Prepared By" block upon completion of the report.

5. The unit commander must sign the "commanders" block, indicating concurrence with the report.

PREPARED BY/DATE:_____ / _____.

COMMANDER/DATE:_____ / _____.

Classified by: CJCS MOP 11
Declassify: OADR

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

10th Civil Engineer Group

CRITICAL PERSONNEL WORKSHEET

AFSC	REQD	ASGN	AVAIL	AFSC	REQD	ASGN	AVAIL
32E3	__2__	_____	_____	3E751	__6__	_____	_____
32E3G	__2__	_____	_____	3E771	__2__	_____	_____
3E051	__4__	_____	_____	3E951	__2__	_____	_____
3E071	__2__	_____	_____	3E971	__2__	_____	_____
3E052	__4__	_____	_____	_____	_____	_____	_____
3E151	__2__	_____	_____	_____	_____	_____	_____
3E251	__2__	_____	_____	_____	_____	_____	_____
3E271	__2__	_____	_____	_____	_____	_____	_____
3E351	__2__	_____	_____	_____	_____	_____	_____
3E371	__2__	_____	_____	_____	_____	_____	_____
3E571	__2__	_____	_____	_____	_____	_____	_____
3E451	__6__	_____	_____	_____	_____	_____	_____
3E471	__2__	_____	_____	_____	_____	_____	_____
3E452	__2__	_____	_____	_____	_____	_____	_____
				TOTAL:	__48_	_____	_____
					(CPAUTH)	(CPASG)	(CPAVL)

INSTRUCTIONS. Use this worksheet in conjunction with AFI 10-201, chap 4. when counting Critical Personnel.

1. Critical Personnel:

1.1. Using table 4.4, list all critical AFSC, regardless of skill level, in the "AFSC" column. Count suffixed AFSCs separately and prefixed AFSCs together unless table 4.4 says otherwise. (Don't count "1" skill level positions.)

1.2. Use the UTC listing to total all AFSCs identified from table 4.4 and place in the "REQD" column.

1.3. Using the SORTS Desire List, total all assigned personnel by AFSC and skill level in the "ASGN" column. (Don't count "1" levels)

1.3.1. Identify any overages in parenthesis.

1.3.2. Skill level substitutions may be accomplished by substituting two skill levels above or one skill level below the required positions. To be eligible, the individuals must be able to perform at the skill level to which they are to be assigned. Verify authorized substitutions from governing unit directives.

1.3.3. To show substitutions reference the following example:

AFSC	REQD	ASGN	AVAIL	AFSC	REQD	ASGN	AVAIL
1C370	4	4(2)	4	1C370	4	4(2)(1)	4
1C350	3	2	2	1C350	3	2	2 3

The example indicates that AFSC 1C370 had an overage in the "ASGN" column, indicated by the numbers in parenthesis, and that AFSC 1C350 had a shortfall in the "ASGN" column. Verifying that 1C370s could substitute for 1C350s; one position was moved. Notice how the "ASGN" and "AVAIL" columns changed.

1.4. Use para 4.5. and table 4.5 to count total critical personnel under Available (CPAVL). Personnel having a Interpreting Personnel Status Code of "A" or commander approval with codes "CC" or "CC/A" can be counted. (Do not count if status code is "NA").

(**Note:** Count personnel that can return to meet DOC response time in "CPAVL.")

2. Remarks. When mismatches reflect a shortfall in any AFSC group, submit a remark against "PRRAT" in LABEL listing UTC/AFSC/Number of AFSC Required by UTC/Number of AFSC Authorized by UMD. Use a remark with "PERTP" in LABEL to explain shortages in personnel, commanders must indicate actions taken to correct the problem: AFSC/REQ/ASGN/AVAIL/UGT/PRC. *(PRC: Personnel Reason Code)* (Use table 4.6, personnel reason codes P81, P82, P83, or P84 as applicable for each AFSC listed.)

3. 10 MSS/DPM. DPM must verify all critical personnel figures and substitutions.

VERIFIED BY DPM/DATE:_____/_____.

Classified by: CJCS MOP 11

Declassify: OADR

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)
10th Civil Engineer Group
AIR FORCE PERSONNEL DATA WORKSHEET (AFPERDAT)

Date: (RICDA)_____ UIC: **FFBFW0** DOCNR: **1** DOCID: **NM22**

Total Personnel :

Assigned : _____
　　　　　(TPASG)

Available: _____ / Auth/Req _____ X 100 = _____ % = C - _____
　　　　　(TPAVL)　　　　　　(TPAUTH)　　　　　(PERTP)

P - _____ _____
　(PRRAT) (PRRES)

Critical Personnel:

Assigned : _____
　　　　　(CPASG)

Available: _____ / Auth/Req _____ X 100 = _____ % = C - _____
　　　　　(CPAVL)　　　　　　(CPAUTH)　　　　　(PERTC)

INSTRUCTIONS. Use this worksheet in conjunction with AFI 10-201, chap 4 and the Critical Personnel Worksheet.

1. Date. Enter Date.

2. Total Personnel. Enter the number of assigned or attached by UTC in TPASG, the number of authorized or required by UTC in TPAUTH, and the total number of available personnel by UTC (include those that are not available, but can return to meet DOC response time) in TRAVL. Divide number of personnel available by the number of personnel authorized/required, and multiply the number by 100. Round to the nearest whole number and place percentage in PERTP. Calculate C-Level using table 4.2.

3. Critical Personnel. Divide number of personnel available by the number of personnel authorized and multiply the number by 100. Round to the nearest whole number and place percentage in PERTC. Calculate C-Level using table 4.3.

4. Overall Personnel C-Level & Remark. Select the lowest of the two C-Levels and enter in PRRAT. If less then P-1 enter the reason code from table 4.6. (that closely identifies the problem) enter in PRRES. Use a remark with "PRRES" in LABEL to explain reason code.

If the total personnel percentage is in the range from:	then the total personnel P-level is:
90 to 100	P-1
80 to 89	P-2
70 to 79	P-3
0 to 69	P-4

(Table 4.2.)

If the critical personnel percentage is in the range from	then the critical personnel P-level is:
85 to 100	P-1
75 to 84	P-2
65 to 74	P-3
0 to 64	P-4

(Table 4.3.)

Classified by: CJCS MOP 11

Declassify: OADR

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

10th Civil Engineer Group
EQUIPMENT AND SUPPLIES C-LEVEL WORKSHEET (EQSOHDAT)

Date: (RICDA)_____ UIC: FFBFW0   DOCNR: 1   DOCID: NM22

COMBAT ESSENTIAL

Consolidated Tool Kits:

_____ / _____ X 100 = _____%
(On-Hand   (Req)
and mission ready)

Pest Management Clothing:

_____ / _____ X 100 = _____%
(On-Hand   (Req)
and mission ready)

Fire Protective Clothing:

_____ / _____ X 100 = _____%
(On-Hand   (Req)
and mission ready)

_____%
(ESSA3)
and
(EQSEE)

SUPPORT EQUIPMENT

_____% = S- _____ _____
                (ESRAT)   (ESRES)

Team Kit Items:
_____ / _____ X 100 = _____%
(On-Hand   (Req)   (ESSA4)
and mission ready)

Body Armor Sets:
_____ / _____ X 100 = _____%
(On-Hand   (Req)   (ESSA5)
and mission ready)

Weapons:

_____ / _____ X 100 = _____%
(On-Hand   (Req)   (ESSA6)
and mission ready)

_____%
(EQSSE)

Ammunition:
_____ / _____ X 100 = _____%
(On-Hand   (Req)   (ESSA7)
and mission ready)
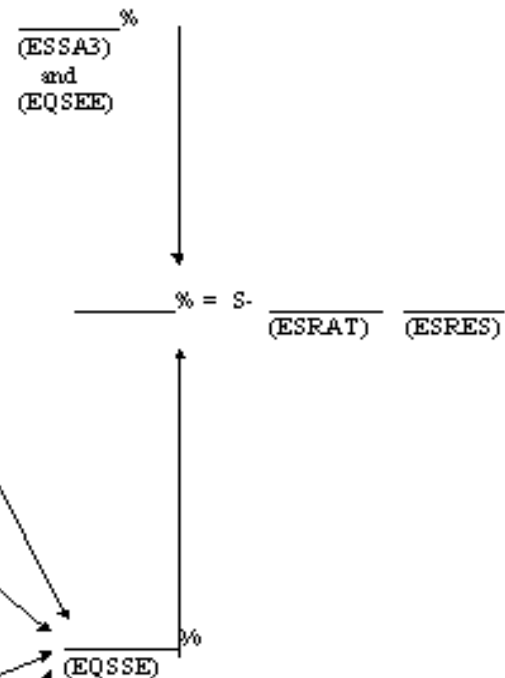
INSTRUCTIONS. (On Next Page)
VERIFIED BY: 10 LG/DATE:_____/_____

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

10th Civil Engineer Group

EQUIPMENT AND SUPPLIES C-LEVEL WORKSHEET (EQSOHDAT)

INSTRUCTIONS. Use this worksheet in conjunction with AFI 10-201, chap 5.

1. Enter Date.

2. Divide the On-Hand by REQ and multiply by 100; enter the percentage in the applicable field. Determine the lowest percentage under Combat Essential and place that percentage in "ESSA3"/"EQSEE." Determine the lowest percentage under Support Equipment and place that percentage in "EQSSE." The lowest percentage of EQSEE and EQSSE is used in conjunction with table 5.5. to calculate S-level. If less than S-1, enter the reason code from table 5.7. (that closely identifies the problem) enter in ESRES.

3. Remarks. Explain each subarea less than 90 percent in a remark against the label for that subarea. If multiple subareas limit S-level, a remark against "ESRES" in LABEL, summarizing the problem is required.

If the lower of the combat essential equipment and support equipment on hand percentage is in the range from:	then for the equipment and supplies on hand S-level under the label ESRAT report:
90 to 100	S-1
80 to 89	S-2
65 to 79	S-3
0 to 64	S-4

(Table 5.5.)

Classified by: CJCS MOP 11

Declassify: OADR

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

10th Civil Engineer Group
TRAINING C-LEVEL WORKSHEET (AFTNGDAT)

Date: (RICDA)_____   UIC: FFBFW0   DOCNR: 1   DOCID: NM22

Training Method: **C**

Category I:

_____ / _____ X 100 = _____ %
(Trained)   (Assigned)   (TRSA1)

Category II:

_____ / _____ X 100 = _____ %
(Trained)   (Requiring   (TRSA2)
       Training)

Category III:

_____ / _____ X 1.25 = _____ %
(Certified)   (Assigned)   (TRSA3)

_____ % = T- _____   _____
(TRUTC)   (TRRAT)   (TRRES)

INSTRUCTIONS. Use this worksheet in conjunction with AFI 10-201, chap 7**.**

1. Enter Date.

2. Category descriptions are outlined in table 7.5.

Category I. Use AFI 10-210, table 2 to find subcategories under Category I. Add number of personnel trained under each subcategories and place in "Trained" field. Divide the "Trained" by total personnel "Assigned" and multiply by 100; enter the percentage in the TRSA1 field.

Category II. Use AFI 10-210, table 2 to find subcategories in Category II. (Don't count dual skills or specialized training. Vehicle training, count only those qualified on all vehicles available as required by AFI 10-201.) Add number of personnel trained under each subcategories and place in "Trained" field. Divide the "Trained" by total personnel requiring the training (Requiring Training field) and multiply by 100; enter the percentage in the TRSA2 field.

Category III. Use AFI 10-210, table 4 and UTC critical personnel positions. Divide the total critical personnel certified (Certified field) by the total critical personnel assigned (Assigned field) and multiply by 1.25; enter the percentage in the TRSA3 field.

3. Determine the lowest percentage from subareas TRSA1, TRSA2, and TRSA3 and place that percentage in the TRUTC field. Use table 7.3. to change percentage listed in TRUTC to a T-level and place in the TRRAT field. If less than T-1 enter the reason code from table 7.6. (that closely identifies the problem) in the TRRES field.

4. Remarks. Explain each subarea less than 85 percent in a remark against the label for that subarea. If multiple subareas limit the T-level, a remark against "TRRES" in LABEL is required.

If the training percentage is in the range from:	then the T-level is:
85 to 100	T-1
70 to 84	T-2
55 to 69	T-3
0 to 54	T-4

(Table 7.3.)

Classified by: CJCS MOP 11
Declassify: OADR

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)
REMARKS WORKSHEET

LABEL/C/A or D/LABEL:_____//
GENTEXT/RMK/
date:YYMMDD_____
_____
_____//

LABEL/C/A or D/LABEL:_____//
GENTEXT/RMK/
date:YYMMDD_____
_____
_____//

LABEL/C/A or D/LABEL:_____//
GENTEXT/RMK/
date:YYMMDD_____
_____
_____//

LABEL/C/A or D/LABEL:_____//
GENTEXT/RMK/
date:YYMMDD_____
_____
_____//

LABEL/C/A or D/LABEL:_____//
GENTEXT/RMK/
date:YYMMDD_____
_____
_____//

LABEL/C/A or D/LABEL:_____//
GENTEXT/RMK/
date:YYMMDD_____
_____
_____//

INSTRUCTIONS. Use this worksheet with AFI 10-201, chap 8 and all measured area worksheets.

1. Use the element's label as the value of the remark data element called LABEL. (I.E. READY, RICDA, PRRAT..)

2. If the remark is being added or updated, circle the letter "A." If the remark is no longer required, circle "D."

3. Write in plain English using Air Force standard acronyms or define nonstandard acronyms before using them.

4. When completing a remark, the following are areas that need to be addressed:

4.1. List resource types with problems.

4.2. State numbers required, assigned, available.

4.3. Explain problem causes if known.

4.4. Identify assistance already requested.

4.5. Highlight further actions required.

4.6. State which UTCs and missions the measured unit can undertake when the overall C-level is less than C-1.

4.7. Any unique remark format listed on any of your unit worksheets.

5. If remarks have not changed from previous report, then update LABEL and date and show "NO CHANGE" in narrative. If the remark hasn't changed in 90 days, then the whole remark needs to be resubmitted.

Classified by:CJCS MOP 11
Declassify: OADR

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)
10th Medical Group
OVERALL C - LEVEL WORKSHEET

Date: (RICDA)_____ UIC: FFBCDθ   DOC Response Time(TREAD): 24 HRS

OVERALL C - LEVEL: <u>C-_____</u>.

PERSONNEL: P -_____ _____
            (PRRAT)   (PRRES)

OVERALL REASON CODE: _____

EQSUPPLY: S - _____ _____
        (ESRAT)   (ESRES) 1. Use the Reason Code that best describes why less than
                        C-1: **P, S,** or **T.**

EQCONDN: R -_____**6**___ __**RNM**__ 2. Use a "Z" if the commander subjectively changes the
      (ERRAT)   (ERRES)   Overall C-level and one of the measured areas is rated "6."
                       3. Use a "6" if one or more areas is C-6, but theOverallC-level is C-1.

TRAINING: T -_____   _____
        (TRRAT)   (TRRES)

Assign a Secondary Reason Code explaining the primary reason the commander is subjectively upgrading the Overall C-Level. If the commander is downgrading the Overall C-Level, then pick a code from tables: 4.6, 5.7, 6.6 or 7.6. If needed, assign a Tertiary Reason Code to explain the next most limiting factor from the tables listed above.

Secondary Reason Code:_____   TERtiary Reason Code:_____
           (SECRN)   (TERRN)

If the Overall C-Level is less than C-1, then you must enter a projected C-Level and an estimated forecast date the C-Level will change.

Projected C-Level:_____ Forecast Date:_____
      (CARAT)   (CADAT)

INSTRUCTIONS. Use this worksheet with AFI 10-201 and all measured area worksheets.

1. Transpose C-Level and reason code information from each measured area worksheet.

2. The unit commander will evaluate the measured areas to determine the units overall C-level. Enter the commanders overall C-Level rating in READY.

3. If the commander is SUBJECTIVELY upgrading or downgrading the units overall C-level, enter the overall C-level rating in READY and a remark against "REASN" in LABEL. The remark should include the commanders rational in changing the C-Level, actions taken to correct the problem, progressive C-level and a Get Well Date.

4. The unit SORTS monitor must sign and date the "Prepared By" block upon completion of the report.

5. The unit commander must sign the "commanders" block, indicating concurrence with the report.

PREPARED BY/DATE:_____ / _____.

COMMANDER/DATE:_____ / _____.

Classified by: CJCS MOP 11
Declassify: OADR

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)
10th Medical Group
CRITICAL PERSONNEL WORKSHEET

AFSC	REQD	ASGN	AVAIL	AFSC	REQD	ASGN	AVAIL
04\046N3	__6__	_____	_____	4A031	__0__	_____	_____
03\046N3	__8__	_____	_____	4A051	__10__	_____	_____
04\046N3	__0__	_____	_____				
02\046N3	__18__	_____	_____	4A071	__3__	_____	_____
03\046N3	__0__	_____	_____				
02\046N3	__0__	_____	_____	4A091	__1__	_____	_____
04\046S3	__2__	_____	_____	4A131	__0__	_____	_____
05\046S3	__0__	_____	_____				
03\046S3	__5__	_____	_____	4A151	__6__	_____	_____
04\048S3	__0__	_____	_____				
04\046G3	__0__	_____	_____	4A171	__2__	_____	_____
05\048G3	__1__	_____	_____				
				TOTAL:	__62__	_____	_____
					(CPAUTH)	(CPASG)	(CPAVL)

INSTRUCTIONS. Use this worksheet in conjunction with AFI 10-201, chap 4. when counting Critical Personnel.

1. Critical Personnel:

1.1. Using table 4.4, list all critical AFSC, regardless of skill level, in the "AFSC" column. Count suffixed AFSCs separately and prefixed AFSCs together unless table 4.4 says otherwise. (Don't count "1" skill level positions).

1.2. Use the UTC listing to total all AFSCs identified form table 4.4 and place in the "REQD" column.

1.3. Using the SORTS Desire List, total all assigned personnel by AFSC and skill level in the "ASGN" column. (Don't count "1" levels)

1.3.1. Identify any overages in parenthesis.

1.3.2. Skill level substitutions may be accomplished by substituting two skill levels above or one skill level below the required positions. To be eligible, the individuals must be able to perform at the skill level to which they are to be assigned. Verify authorized substitutions from governing unit directives.

1.3.3. To show substitutions reference the following example:

AFSC	REQD	ASGN	AVAIL	AFSC	REQD	ASGN	AVAIL
1C370	4	4(2)	4	1C370	4	4(2)(1)	4
1C350	3	2	2	1C350	3	2	2 3

The example indicates that AFSC 1C370 had an overage in the "ASGN" column, indicated by the numbers in parenthesis, and that AFSC 1C350 had a shortfall in the "ASGN" column. Verifying that 1C370s could substitute for 1C350s; one position was moved. Notice how the "ASGN" and "AVAIL" column changed.

1.4. Use para 4.5. and table 4.5 to count total critical personnel under Available (CPAVL). Personnel having a Interpreting Personnel Status Code of "A" or commander approval with codes "CC" or "CC/A" can be counted. (Do not count if status code is "NA").

(Note: Count personnel that can return to meet DOC response time in "CPAVL.")

2. Remarks. When mismatches reflect a shortfall in any AFSC group, submit a remark against "PRRAT" in LABEL listing UTC/AFSC/Number of AFSC Required by UTC/Number of AFSC Authorized by UMD. Use a remark with "PERTP" in LABEL to explain shortages in personnel, commanders must indicate actions taken to correct the problem: AFSC/REQ/ASGN/AVAIL/UGT/PRC. *(PRC: Personnel Reason Code)* (Use table 4.6, personnel reason codes P81, P82, P83, or P84 as applicable for each AFSC listed.)

3. 10 MSS/DPM. DPM must verify all critical personnel figures and substitutions.

VERIFIED BY DPM/DATE:_____/_____.

Classified by: CJCS MOP 11

Declassify: OADR

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)
10th Medical Group
CRITICAL PERSONNEL WORKSHEET

AFSC	REQD	ASGN	AVAIL	AFSC	REQD	ASGN	AVAIL
4A231	__0__	_____	_____	4N071	__23_	_____	_____
4A251	__3__	_____	_____	4N131	___0_	_____	_____
4A271	__2__	_____	_____	4N151	___5_	_____	_____
4N090	__2__	_____	_____	4N171	___3_	_____	_____
4N071	__0__	_____	_____	4N131B	___0_	_____	_____
4N031	__0__	_____	_____	4N151B	___0_	_____	_____
4N051	_44__	_____	_____	4N171B	___1_	_____	_____
4N071	__0__	_____	_____	TOTAL:	__83_	_____	_____
					(CPAUTH)	(CPASG)	(CPAVL)

INSTRUCTIONS. Use this worksheet in conjunction with AFI 10-201, chap 4. when counting Critical Personnel.

1. Critical Personnel:

1.1. Using table 4.4, list all critical AFSC, regardless of skill level, in the "AFSC" column. Count suffixed AFSCs separately and prefixed AFSCs together unless table 4.4 says otherwise. (Don't count "1" skill level positions).

1.2. Use the UTC listing to total all AFSCs identified form table 4.4 and place in the "REQD" column.

1.3. Using the SORTS Desire List, total all assigned personnel by AFSC and skill level in the "ASGN" column. (Don't count "1" levels)

1.3.1. Identify any overages in parenthesis.

1.3.2. Skill level substitutions may be accomplished by substituting two skill levels above or one skill level below the required positions. To be eligible, the individuals must be able to perform at the skill level to which they are to be assigned. Verify authorized substitutions from governing unit directives.

1.3.3. To show substitutions reference the following example:

AFSC	REQD	ASGN	AVAIL	AFSC	REQD	ASGN	AVAIL
1C370	4	4(2)	4	1C370	4	4(2)(1)	4
1C350	3	2	2	1C350	3	2	2 3

The example indicates that AFSC 1C370 had an overage in the "ASGN" column, indicated by the numbers in parenthesis, and that AFSC 1C350 had a shortfall in the "ASGN" column. Verifying that 1C370s could substitute for 1C350s; one position was moved. Notice how the "ASGN" and "AVAIL" column changed.

1.4. Use para 4.5. and table 4.5 to count total critical personnel under Available (CPAVL). Personnel having a Interpreting Personnel Status Code of "A" or commander approval with codes "CC" or "CC/A" can be counted. (Do not count if status code is "NA").

(Note: Count personnel that can return to meet DOC response time in "CPAVL.")

2. Remarks. When mismatches reflect a shortfall in any AFSC group, submit a remark against "PRRAT" in LABEL listing UTC/AFSC/Number of AFSC Required by UTC/Number of AFSC Authorized by UMD. Use a remark with "PERTP" in LABEL to explain shortages in personnel, commanders must indicate actions taken to correct the problem: AFSC/REQ/ASGN/AVAIL/UGT/PRC. *(PRC: Personnel Reason Code)* (Use table 4.6, personnel reason codes P81, P82, P83, or P84 as applicable for each AFSC listed.)

3. 10 MSS/DPM. DPM must verify all critical personnel figures and substitutions.

VERIFIED BY DPM/DATE:_____/ _____.

Classified by: CJCS MOP 11

Declassify: OADR

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

10th Medical Group
CRITICAL PERSONNEL WORKSHEET

AFSC	REQD	ASGN	AVAIL
4N131C	___0__	_____	_____
4N151C	___0__	_____	_____
4N171C	___2__	_____	_____
TOTAL:	___2__	_____	_____
	(CPAUTH)	(CPASG)	(CPAVL)

INSTRUCTIONS. Use this worksheet in conjunction with AFI 10-201, chap 4. when counting Critical Personnel.

1. Critical Personnel:

1.1. Using table 4.4, list all critical AFSC, regardless of skill level, in the "AFSC" column. Count suffixed AFSCs separately and prefixed AFSCs together unless table 4.4 says otherwise. (Don't count "1" skill level positions).

1.2. Use the UTC listing to total all AFSCs identified form table 4.4 and place in the "REQD" column.

1.3. Using the SORTS Desire List, total all assigned personnel by AFSC and skill level in the "ASGN" column. (Don't count "1" levels)

1.3.1. Identify any overages in parenthesis.

1.3.2. Skill level substitutions may be accomplished by substituting two skill levels above or one skill level below the required positions. To be eligible, the individuals must be able to perform at the skill level to which they are to be assigned. Verify authorized substitutions from governing unit directives.

1.3.3. To show substitutions reference the following example:

AFSC	REQD	ASGN	AVAIL	AFSC	REQD	ASGN	AVAIL
1C370	4	4(2)	4	1C370	4	4(2)(1)	4
1C350	3	2	2	1C350	3	2	2 3

The example indicates that AFSC 1C370 had an overage in the "ASGN" column, indicated by the numbers in parenthesis, and that AFSC 1C350 had a shortfall in the "ASGN" column. Verifying that 1C370s could substitute for 1C350s; one position was moved. Notice how the "ASGN" and "AVAIL" column changed.

1.4. Use para 4.5. and table 4.5 to count total critical personnel under Available (CPAVL). Personnel having a Interpreting Personnel Status Code of "A" or commander approval with codes "CC" or "CC/A" can be counted. (Do not count if status code is "NA").

(Note: Count personnel that can return to meet DOC response time in "CPAVL.")

2. Remarks. When mismatches reflect a shortfall in any AFSC group, submit a remark against "PRRAT" in LABEL listing UTC/AFSC/Number of AFSC Required by UTC/Number of AFSC Authorized by UMD. Use a remark with "PERTP" in LABEL to explain shortages in personnel, commanders must indicate actions taken to correct the problem: AFSC/REQ/ASGN/AVAIL/UGT/PRC. *(PRC: Personnel Reason Code)* (Use table 4.6, personnel reason codes P81, P82, P83, or P84 as applicable for each AFSC listed.)

3. 10 MSS/DPM. DPM must verify all critical personnel figures and substitutions.

VERIFIED BY DPM/DATE:_____/_____.

Classified by: CJCS MOP 11
Declassify: OADR

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

10th Medical Group
CRITICAL PERSONNEL WORKSHEET

AFSC	REQD	ASGN	AVAIL	AFSC	REQD	ASGN	AVAIL
04\044D3	__1__	_____	_____	06\045S3	__2__	_____	_____
				04\045G3	__0__	_____	_____
04\044M3	__2__	_____	_____	05\045S3	__1__	_____	_____
04\044R3	__1__	_____	_____	04\045S3	__2__	_____	_____
				03\045G3	__0__	_____	_____
05\045A3	__1__	_____	_____	05\045U3	__1__	_____	_____
				06\045U3	__0__	_____	_____
04\045A3	__1__	_____	_____	03\046M3	__2__	_____	_____
				05\046M3	__0__	_____	_____
06\045B3	__1__	_____	_____	04\046M3	__0__	_____	_____
				02\046M3	__2__	_____	_____
04\045B3	__1__	_____	_____				
				TOTAL:	__18___	_____	_____
					(CPAUTH)	(CPASG)	(CPAVL)

INSTRUCTIONS. Use this worksheet in conjunction with AFI 10-201, chap 4. when counting Critical Personnel.

1. Critical Personnel:

1.1. Using table 4.4, list all critical AFSC, regardless of skill level, in the "AFSC" column. Count suffixed AFSCs separately and prefixed AFSCs together unless table 4.4 says otherwise. (Don't count "1" skill level positions).

1.2. Use the UTC listing to total all AFSCs identified form table 4.4 and place in the "REQD" column.

1.3. Using the SORTS Desire List, total all assigned personnel by AFSC and skill level in the "ASGN" column. (Don't count "1" levels)

1.3.1. Identify any overages in parenthesis.

1.3.2. Skill level substitutions may be accomplished by substituting two skill levels above or one skill level below the required positions. To be eligible, the individuals must be able to perform at the skill level to which they are to be assigned. Verify authorized substitutions from governing unit directives.

1.3.3. To show substitutions reference the following example:

AFSC	REQD	ASGN	AVAIL	AFSC	REQD	ASGN	AVAIL
1C370	4	4(2)	4	1C370	4	4(2)(1)	4
1C350	3	2	2	1C350	3	2	2 3

The example indicates that AFSC 1C370 had an overage in the "ASGN" column, indicated by the numbers in parenthesis, and that AFSC 1C350 had a shortfall in the "ASGN" column. Verifying that 1C370s could substitute for 1C350s; one position was moved. Notice how the "ASGN" and "AVAIL" column changed.

1.4. Use para 4.5. and table 4.5 to count total critical personnel under Available (CPAVL). Personnel having a Interpreting Personnel Status Code of "A" or commander approval with codes "CC" or "CC/A" can be counted. (Do not count if status code is "NA").

(Note: Count personnel that can return to meet DOC response time in "CPAVL.")

2. Remarks. When mismatches reflect a shortfall in any AFSC group, submit a remark against "PRRAT" in LABEL listing UTC/AFSC/Number of AFSC Required by UTC/Number of AFSC Authorized by UMD. Use a remark with "PERTP" in LABEL to explain shortages in personnel, commanders must indicate actions taken to correct the problem: AFSC/REQ/ASGN/AVAIL/UGT/PRC. *(PRC: Personnel Reason Code)* (Use table 4.6, personnel reason codes P81, P82, P83, or P84 as applicable for each AFSC listed.)

3. 10 MSS/DPM. DPM must verify all critical personnel figures and substitutions.

VERIFIED BY DPM/DATE:_____/ _____.

Classified by: CJCS MOP 11

Declassify: OADR

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

10th Medical Group
AIR FORCE PERSONNEL DATA WORKSHEET (AFPERDAT)

Date: (RICDA)_____   UIC: FFBCD0   DOCNR: 1 DOCID: PM24

Total Personnel :

Assigned : _____
                    (TPASG)

Available: _____ / Auth/Req _____ X 100 = _____% = C - _____
                  (TPAVL)   (TPAUTH)   (PERTP)

                                                                              P - _____   _____
                                                                                  (PRRAT)   (PRRES)

Critical Personnel:

Assigned: _____
                  (CPASG)

Available: _____ / Auth/Req _____ X 100 = _____% = C - _____
                  (CPAVL)   (CPAUTH)   (PERTC)

INSTRUCTIONS. Use this worksheet in conjunction with AFI 10-201, chap 4 and the Critical Personnel Worksheet.

1. Date. Enter Date.

2. Total Personnel. Enter the number of assigned or attached by UTC in TPASG, the number of authorized or required by UTC in TPAUTH, and the total number of available personnel by UTC (include those that are not available, but can return to meet DOC response time) in TRAVL. Divide number of personnel available by the number of personnel authorized/required, and multiply the number by 100. Round to the nearest whole number and place percentage in PERTP. Calculate C-Level using table 4.2.

3. Critical Personnel. Divide number of personnel available by the number of personnel authorized and multiply the number by 100. Round to the nearest whole number and place percentage in PERTC. Calculate C-Level using table 4.3.

4. Overall Personnel C-Level & Remark. Select the lowest of the two C-Levels and enter in PRRAT. If less than P-1 enter the reason code from table 4.6. (that closely identifies the problem) enter in PRRES. Use a remark with "PRRES" in LABEL to explain reason code.

If the total personnel percentage is in the range from:	then the total personnel P-level is:
90 to 100	P-1
80 to 89	P-2
70 to 79	P-3
0 to 69	P-4

If critical personnel percentage is in the range from:	then the critical personnel P-level is:
85 to 100	P-1
75 to 84	P-2
65 to 74	P-3
0 to 64	P-4

(Table 4.2.)   **(Table 4.3.)**

Classified by: CJCS MOP 11
Declassify: OADR

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

10th Medical Group
EQUIPMENT AND SUPPLIES C-LEVEL WORKSHEET (EQSOHDAT)

Date: (RICDA)_____ UIC: FFBCD0   DOCNR: 1   DOCID: PM24

COMBAT ESSENTIAL

Nonreportable Area

SUPPORT EQUIPMENT

Blood Donor Center (WRM code CB):

_____% = S -   _____   _____
(ESSA2)   (ESRAT)   (ESRES)
   and
(EQSSE)

INSTRUCTIONS. Use this worksheet in conjunction with AFI 10-201, chap 5.

1. Date: Enter Date.

2. Combat Essential: Nonreportable Area.

3. Support Equipment. Use the lowest of total material readiness percentage from WRM Code CB. This percentage is taken from the WRM Stock Status Report. Place the percentage in the "ESSA2 and EQSSE" field.

4. Percentage. The percentage found for "ESSA2 and EQSSE" are used in conjunction with table 5.5. to calculate the S-level. If less than S-1, enter the reason code from table 5.7. (that closely identifies the problem) enter in ESRES.

5. Remarks. Explain in a remark against the "ESRES" in LABEL, summarizing why ESRAT is less than S-1.

VERIFIED BY 10 LG/DATE:_____/_____.

If the lower of the combat essential equipment and support equipment on hand percentage is in the range from:	then for the equipment and supplies on hand S-level under the label ESRAT report:
90 to 100	S-1
80 to 89	S-2
65 to 79	S-3
0 to 64	S-4

(Table 5.5.)

Classified by: CJCS MOP 11
Declassify: OADR

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)
10th Medical Group
TRAINING C-LEVEL WORKSHEET (AFTNGDAT)

Date: (RICDA)_____ UIC: FFBCD0   DOCNR: 1 DOCID: PM24

Training Method: C

Percent of Medical Personnel:

_____ / _____ X 100 = _____% = T-_____   _____
(Assigned) (Required)   (TRUTC)   (TRRAT)   (TRRES)

INSTRUCTIONS. Use this worksheet in conjunction with AFI 10-201, chap 7.

1. Enter Date.

2. To calculate the percent of trained medical AFSC personnel, divide number of medical AFSC personnel assigned into the number with continuing medical training requirements. Place the number of medical AFSC personnel in the "Assigned" field, and place the number of medical personnel requiring continuing training, as outlined in AFI 41-106, in the "Required" field.

3. Use table 7.3. to change percentage listed in TRUTC to a T-level and place in the TRRAT field. If less than T-1 enter the reason code from table 7.6. (that closely identifies the problem) in the TRRES field.

4. Remarks. Explain in a remark against the "TRRES" in LABEL, the reason why TRRAT is less than T-1.

If the training percentage is in the range from:	then the T-level is:
85 to 100	T-1
70 to 84	T-2
55 to 69	T-3
0 to 54	T-4

(Table 7.3.)

Classified by: CJCS MOP 11
Declassify: OADR

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

REMARKS WORKSHEET

LABEL/C/A or D/LABEL:_____//
GENTEXT/RMK/
date:YYMMDD_____
_____
_____//

LABEL/C/A or D/LABEL:_____//
GENTEXT/RMK/
date:YYMMDD_____
_____
_____//

LABEL/C/A or D/LABEL:_____//
GENTEXT/RMK/
date:YYMMDD_____
_____
_____//

LABEL/C/A or D/LABEL:_____//
GENTEXT/RMK/
date:YYMMDD_____
_____
_____//

LABEL/C/A or D/LABEL:_____//
GENTEXT/RMK/
date:YYMMDD_____
_____
_____//

LABEL/C/A or D/LABEL:_____//
GENTEXT/RMK/
date:YYMMDD_____
_____
_____//

INSTRUCTIONS. Use this worksheet with AFI 10-201, chap 8 and all measured area worksheets.

1. Use the element's label as the value of the remark data element called LABEL. (I.E. READY, RICDA, PRRAT...)

2. If the remark is being added or updated, circle the letter "A." If the remark is no longer required, circle the letter "D."

3. Write in plain English using Air Force standard acronyms or define nonstandard acronyms before using them.

4. When completing a remark, the following are areas that need to be addressed:

4.1. List resource types with problems.

4.2. State numbers required, assigned, available.

4.3. Explain problem causes if known.

4.4. Identify assistance already requested.

4.5. Highlight further actions required.

4.6. State which UTCs and missions the measured unit can undertake when the overall C-level is less than C-1.

4.7. Any unique remark format listed on any of your unit worksheets.

5. If remarks have not changed from previous report, then update LABEL and date and show "NO CHANGE" in narrative. If the remark hasn't changed in 90 days, then the whole remark needs to be resubmitted.

Classified by: CJCS MOP 11

Declassify: OADR

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

<u>10th Mission Support Squadron (PERSCO)</u>
OVERALL C - LEVEL WORKSHEET

Date: (RICDA)_____ UIC: **FFBQC0**   DOC Response Time(TREAD): **24** HRS

OVERALL C - LEVEL: C-_____.
(READY)

PERSONNEL: P -_____ _____
           (PRRAT)   (PRRES)   OVERALL REASON CODE: _____
                                                      (REASN)

EQSUPPLY: S -_____ _____   1. Use the Reason Code that best describes why less than C-
          (ESRAT)   (ESRES)   **P, S, R,** or **T**.
                                2. Use a "X" if the commander subjectively changes the
                                Overall C-level.

EQCONDN: R -_____ _____
          (ERRAT) (ERRES)
TRAINING: T -_____ _____
           (TRRAT)   (TRRES)

Assign a Secondary Reason Code explaining the primary reason the commander is subjectively upgrading the Overall C-Level. If the commander is downgrading the Overall C-Level, then pick a code from tables: 4.6, 5.7, 6.6 or 7.6. If needed, assign a Tertiary Reason Code to explain the next most limiting factor from the tables listed above.

Secondary Reason Code:_____ TERtiary Reason Code:_____
            (SECRN)   (TERRN)

If the Overall C-Level is less than C-1, then you must enter a projected C-Level and an estimated forecast date the C-Level will change.

Projected C-Level:_____   Forecast Date:_____
          (CARAT)   (CADAT)

INSTRUCTIONS. Use this worksheet with AFI 10-201 and all measured area worksheets.

1. Transpose C-Level and reason code information from each measured area worksheet.

2. The unit commander will evaluate the measured areas to determine the units overall C-level. Enter the Commanders subjective overall C-Level rating in READY.

3. If the commander is SUBJECTIVELY upgrading or downgrading the units overall C-level, enter the overall C-level rate in READY and a remark against "REASN" in LABEL. The remark should include the commanders rational in changing the C-Level, actions taken to correct the problem, progressive C-level and a Get Well Date.

4. The unit SORTS monitor must sign and date the "Prepared By" block upon completion of the report.

5. The unit commander must sign the "commanders" block, indicating concurrence with the report.

PREPARED BY/DATE:_____ / _____.

COMMANDER/DATE:_____ / _____.
Classified by: CJCS MOP 11
Declassify: OADR

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

<u>10th Mission Support Squadron (PERSCO)</u>
CRITICAL PERSONNEL WORKSHEET

AFSC	REQD	ASGN	AVAIL	AFSC	REQD	ASGN	AVAIL
35071	__4__	_____	_____	_____	_____	_____	_____
35051	__4__	_____	_____	_____	_____	_____	_____
35031	__0__	_____	_____	_____	_____	_____	_____
____	_____	_____	_____	_____	_____	_____	_____
36P3	__1__	_____	_____	_____	_____	_____	_____
____	_____	_____	_____	_____	_____	_____	_____
____	_____	_____	_____	_____	_____	_____	_____
____	_____	_____	_____	_____	_____	_____	_____
____	_____	_____	_____	_____	_____	_____	_____
____	_____	_____	_____	_____	_____	_____	_____
____	_____	_____	_____	_____	_____	_____	_____
____	_____	_____	_____	_____	_____	_____	_____
____	_____	_____	_____	_____	_____	_____	_____
____	_____	_____	_____	TOTAL:	__9__	_____	_____
					(CPAUTH)	(CPASG)	(CPAVL)

INSTRUCTIONS. Use this worksheet in conjunction with AFI 10-201, chap 4. when counting Critical Personnel.

1. Critical Personnel:

1.1. Using table 4.4, list all critical AFSC, regardless of skill level, in the "AFSC" column. Count suffixed AFSCs separately and prefixed AFSCs together unless table 4.4 says otherwise. (Don't count "1" skill level positions).

1.2. Use the UTC listing to total all AFSCs identified form table 4.4 and place in the "REQD" column.

1.3. Using the SORTS Desire List, total all assigned personnel by AFSC and skill level in the "ASGN" column. (Don't count "1" levels)

1.3.1. Identify any overages in parenthesis.

1.3.2. Skill level substitutions may be accomplished by substituting two skill levels above or one skill level below the required positions. To be eligible, the individuals must be able to perform at the skill level to which they are to be assigned. Verify authorized substitutions from governing unit directives.

1.3.3. To show substitutions reference the following example:

<u>AFSC</u>	<u>REQD</u>	<u>ASGN</u>	<u>AVAIL</u>	<u>AFSC</u>	<u>REQD</u>	<u>ASGN</u>	<u>AVAIL</u>
1C370	4	4(2)	4	1C370	4	4~~(2)~~(1)	4
1C350	3	2	2	1C350	3	2	~~2~~ 3

The example indicates that AFSC 1C370 had an overage in the "ASGN" column, indicated by the numbers in parenthesis, and that AFSC 1C350 had a shortfall in the "ASGN" column. Verifying that 1C370s could substitute for 1C350s; one position was moved. Notice how the "ASGN" and "AVAIL" columns changed.

1.4. Use para 4.5. and table 4.5 to count total critical personnel under Available (CPAVL). Personnel having a Interpreting Personnel Status Code of "A" or commander approval with codes "CC" or "CC/A" can be counted. (Do not count if status code is "NA").

(Note: Count personnel that can return to meet DOC response time in "CPAVL.")

2. Remarks. When mismatches reflect a shortfall in any AFSC group, submit a remark against "PRRAT" in LABEL listing UTC/AFSC/Number of AFSC Required by UTC/Number of AFSC Authorized by UMD. Use a remark with "PERTP" in LABEL to explain shortages in personnel, commanders must indicate actions taken to correct the problem: AFSC/REQ/ASGN/AVAIL/UGT/PRC. *(PRC: Personnel Reason Code)* (Use table 4.6, personnel reason codes P81, P82, P83, or P84 as applicable for each AFSC listed.)

3. 10 MSS/DPM. DPM must verify all critical personnel figures and substitutions.

VERIFIED BY DPM/DATE:_____/ _____.

Classified by: CJCS MOP 11

Declassify: OADR

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

<u>10th Mission Support Squadron (PERSCO)</u>
AIR FORCE PERSONNEL DATA WORKSHEET (AFPERDAT)
Date: (RICDA)_____ UIC: **FFBQC0**   DOCNR: 1   DOCID: UM34

Total Personnel :   **(Table 4.1.)**

Number of people available	Find column with number authorized or required								
	9	8	7	6	5	4	3	2	1
9	100								
8	90	100							
7	86	90	100						
6	80	86	86	100					
5	76	80	80	86	100				
4	70	76	76	80	80	100			
3	44	70	70	70	70	80	100		
2	33	59	42	33	60	70	80	100	
1	22	30	28	16	40	30	60	70	100
0	0	0	0	0	0	0	0	0	0

Assigned: _____ Available: _____ Auth/Req: _____ = _____ % = C-_____
          (TPASG)   (TPAVL)   (TPAUTH)   (PERTP)

                                                                           P-_____   _____
                                                                            (PRRAT)   (PRRES)

Critical Personnel:

Assigned: _____ Available: _____ Auth/Req: _____ = _____ % = C-_____
          (CPASG)   (CPAVL)   (CPAUTH)   (PERTC)

INSTRUCTIONS. Use this worksheet in conjunction with AFI 10-201, chap 4, and the Critical Personnel Worksheet.

1. Date. Enter Date.

2. Total Personnel. Enter the number of assigned or attached by UTC in TPASG, the number of authorized or required by UTC in TPAUTH, and the total number of available personnel by UTC (include those that are not available but can return to meet DOC response time) in TRAVL. Using table 4.1. calculate the percentage of Total Personnel and enter that percentage in "PERTP." Calculate C-Level using table 4.2.

3. Critical Personnel. Transpose Critical Personnel Worksheet subarea information onto this worksheet. Using table 4.1. calculate the percentage of Critical Personnel and enter that percentage in "PERTC." Calculate C-Level using table 4.3.

4. Overall Personnel C-Level & Remark. Select the lowest of the two C-Levels and enter in PRRAT. If less than P-1, enter the reason code from table 4.6. (that closely identifies the problem) enter in PRRES. Use a remark with "PRRES" in LABEL to explain reason code.

If the total personnel percentage is in the range from:	then the total personnel P-level is:
90 to 100	P-1
80 to 89	P-2
70 to 79	P-3
0 to 69	P-4

If the critical personnel percentage is in the range from:	then the critical personnel P-level is:
85 to 100	P-1
75 to 84	P-2
65 to 74	P-3
0 to 64	P-4

(Table 4.2.)   **(Table 4.3.)**

Classified by: CJCS MOP 11
Declassify: OADR

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

10th Mission Support Squadron (PERSCO)
EQUIPMENT AND CONDITION C-LEVEL WORKSHEET (EQCONDAT)
Date: (RICDA)_____ UIC: FFBQC0   DOCNR: 1   DOCID: UM34

COMBAT ESSENTIAL

MANPER-B:

_____

(Mission Ready
and Available)

_____

(Number of
Systems Possessed

SUPPORT EQUIPMENT
NONREPORTABLE AREA

If the lowest of the combat essential and support equipment condition percentages is in the range from:	then for the equipment condition R-level under label ERRAT report:
90 to 100	R-1
70 to 89	R-2
60 to 69	R-3
0 to 59	R-4

(Table 6.4)

In conjunction with table 6.2 = _____% = R-_____ _____
(EQREE(ERRAT)(ERRES)

INSTRUCTIONS. Use this worksheet in conjunction with AFI 10-201, chap 6.

1. Enter Date.

2. Enter the number of "Mission Ready and Available" MANPER-B systems currently available and in condition to function fully within our units DOC response time.

3. Enter the "Number of Systems Possessed" (Possessed Equipment - Equipment for which the measured unit has been given actual responsibility according to applicable supply regulations for operational use.)

4. Use both "Mission Ready and Available" and "Number of Systems Possessed" fields in conjunction with table 6.2 to determine the percentage of mission ready and available equipment, enter this percent in "EQREE."

5. Use "EQREE" in conjunction with table 6.4. to calculate R-level. If less than R-1 enter the reason code from table 6.6. (that closely identifies the problem) enter in ERRES.

6. Remarks**.** If less than R-1 a remark against "ERRES" in LABEL, summarizing the problem.

VERIFIED BY: 10LG/DATE:_____/_____.

Number of items mission ready and available:									
Find column with number possessed:									
	9	8	7	6	5	4	3	2	1
9	100								
8	90	100							
7	86	90	100						
6	80	86	86	100					
5	76	80	80	86	100				
4	70	76	76	80	80	100			
3	44	70	70	70	70	80	100		
2	33	59	42	33	60	70	80	100	
1	22	30	28	16	40	30	60	70	100
0	0	0	0	0	0	0	0	0	0

**(Table 6.2)**

Classified by: CJCS MOP 11
Declassify: OADR

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

<u>**10th Mission Support Squadron (PERSCO)**</u>

EQUIPMENT AND SUPPLIES C-LEVEL WORKSHEET (EQSOHDAT)

Date: (RICDA)_____   UIC: FFBQC0   DOCNR: 1   DOCID: UM34

COMBAT ESSENTIAL

Number of people available	Find column with number authorized or required								
	9	8	7	6	5	4	3	2	1
9	100								
8	90	100							
7	86	90	100						
6	80	86	86	100					
5	76	80	80	86	100				
4	70	76	76	80	80	100			
3	44	70	70	70	70	80	100		
2	33	59	42	33	60	70	80	100	
1	22	30	28	16	40	30	60	70	100
0	0	0	0	0	0	0	0	0	0

(Table 5.2)

MANPER-B:

SUPPORT EQUIPMENT

NONREPORTABLE AREA

INSTRUCTIONS. Use this worksheet in conjunction with AFI 10-201, chap 5.

1. Enter Date.

2. Enter the number of "Available" MANPER-B systems including spare kits.

3. Enter the "Required" MANPER-B systems listed within the Manpower and Equipment Force Package System (MEFPAK).

4. Use both "Available" and "Required" fields in conjunction with table 5.2 to determine the percentage available equipment, enter this percent in "EQSEE."

5. Use "EQSEE" in conjunction with table 5.5. to calculate S-level. If less than S-1, enter the reason code from table 5.7. (that closely identifies the problem) enter in ESRES.

6. Remarks. If less than S-1, a remark against "ESRES" in LABEL, summarizing the problem.

VERIFIED BY: 10LG/DATE:_____/_____.

If the lower of the combat essential equipment and support equipment on- hand percentage is in the range from:	then for the equipment and supplies on-hand S-level under the label ESRAT report:
90 to 100	S-1
80 to 89	S-2
65 to 79	S-3
0 to 64	S-4

(Table 5.5.)

Classified by: CJCS MOP 11

Declassify: OADR

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

10th Mission Support Squadron (PERSCO)
TRAINING C-LEVEL WORKSHEET (AFTNGDAT)

Date: (RICDA)_____ UIC: FFBQC0 DOCNR: 1 DOCID: UM34

Training Method: C

Job Proficiency:

_____ / _____ X 100 = _____ %
(Total   (Requiring   (TRSA1)
Trained)   Training)

Mobility:

_____ / _____ X 100 = _____ %
(Trained)   (Requiring   (TRSA2)
              Training)

MANPOWER-B:

_____ / _____ X 1.25 = _____ %
(Trained)   (Requiring   (TRSA3)
              Training)

If the training percentage is in the range from:	then the T-level is:
85 to 100	T-1
70 to 84	T-2
55 to 69	T-3
0 to 54	T-4

(Table 7.3.)

(TRUTC)   (TRRAT)   (TRRES)

INSTRUCTIONS. Use this worksheet in conjunction with AFI 10-201, chap 7.

1. Enter Date.

2. Subarea descriptions are outlined in table 7.5.

 Job Proficiency. Divide the number of total personnel trained by the number of total personnel requiring training and multiply by 100; enter the percentage in the "TRSA1" field.

 Mobility. Divide the total personnel qualified in both chemical warfare defense training and weapons by the personnel required to be trained, multiply by 100 and enter this percentage in the "TRSA2" field.

 MANPER-B. Divide the number of personnel trained by the number of personnel requiring training and multiply by 100; enter this percentage in the "TRSA3" field.

3. Determine the lowest percentage from TRSA1, TRSA2 and TRSA3 and place that percentage in the "TRUTC" field. Use table 7.1. to change percentage listed in TRUTC to a T-level and place in the "TRRAT" field. If less than T-1, enter the reason code from table 7.6. (that closely identifies the problem) in the "TRRES" field.

4. Remarks. Explain each subarea less than 85 percent in a remark against the label for that subarea. If multiple subareas, limit the T-level, a remark against "TRRES" in LABEL is required.

Number of mission ready and available or trained	Find column with number assigned:								
	9	8	7	6	5	4	3	2	1
9	100								
8	90	100							
7	86	90	100						
6	80	86	86	100					
5	76	80	80	86	100				
4	70	76	76	80	80	100			
3	44	70	70	70	70	80	100		
2	33	59	42	33	60	70	80	100	
1	22	30	28	16	40	30	60	70	100
0	0	0	0	0	0	0	0	0	0

(Table 7.1.)

Classified by: CJCS MOP 11
Declassify: OADR

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

REMARKS WORKSHEET

LABEL/C/A or D/LABEL:_____//

GENTEXT/RMK/
date:YYMMDD_____
_____
_____//

LABEL/C/A or D/LABEL:_____//

GENTEXT/RMK/
date:YYMMDD_____
_____
_____//

LABEL/C/A or D/LABEL:_____//

GENTEXT/RMK/
date:YYMMDD_____
_____
_____//

LABEL/C/A or D/LABEL:_____//

GENTEXT/RMK/
date:YYMMDD_____
_____
_____//

LABEL/C/A or D/LABEL:_____//

GENTEXT/RMK/
date:YYMMDD_____
_____
_____//

LABEL/C/A or D/LABEL:_____//

GENTEXT/RMK/
date:YYMMDD_____
_____
_____//

INSTRUCTIONS. Use this worksheet with AFI 10-201, chap 8 and all measured area worksheets.

1. Use the element's label as the value of the remark data element called LABEL. (I.E. READY, RICDA, PRRAT...)

2. If the remark is being added or updated, circle the letter "A." If the remark is no longer required, circle the letter "D."

3. Write in plain English using Air Force standard acronyms or define non-standard acronyms before using them.

4. When completing a remark, the following are areas that need to be addressed:

4.1. List resource types with problems.

4.2. State numbers required, assigned, available.

4.3. Explain problem causes if known.

4.4. Identify assistance already requested.

4.5. Highlight further actions required.

4.6. State which UTCs and missions the measured unit can undertake when the overall C-level is less than C-1.

4.7. Any unique remark format listed on any of your unit worksheets.

5. If remarks have not changed from previous report, then update LABEL and date and show "NO CHANGE" in narrative. If the remark hasn't changed in 90 days, then the whole remark needs to resubmitted.

Classified by: CJCS MOP 11
Declassify: OADR

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)
10th SECURITY POLICE SQUADRON
OVERALL C - LEVEL WORKSHEET
Date: (RICDA)_____ UIC: **FFBFZ0** DOC Response Time(TREAD): **24** HRS

OVERALL C - LEVEL: C-_____.

PERSONNEL: P -_____ _____

(READY)

            (PRRAT) (PRRES)

EQSUPPLY: S -_____ _____ OVERALL REASON CODE: _____

          (ESRAT) (ESRES)   (REASN)

       1. Use the Reason Code that best describes
       less than C-1: **P, S, R,** or **T**.

EQCONDN: R -_____ _____

        (ERRAT) (ERRES)   2. Use a "X" if the commander subjectively
       changes the Overall C-level.

TRAINING: T -_____ _____

       (TRRAT)   (TRRES)

Assign a Secondary Reason Code explaining the primary reason the commander is subjectively upgrading the Overall C-Level. If the commander is downgrading the Overall C-Level, then pick a code from tables: 4.6, 5.7, 6.6 or 7.6. If needed, assign a Tertiary Reason Code to explain the next most limiting factor from the tables listed above.

Secondary Reason Code:_____   Tertiary Reason Code:_____

          (SECRN)   (TERRN)

If the Overall C-Level is less than C-1, then you must enter a projected C-Level and an estimated forecast date the C-Level will change.

Projected C-Level:_____   Forecast Date:_____

        (CARAT)   (CADAT)

INSTRUCTIONS. Use this worksheet with AFI 10-201 and all measured area worksheets.

1. Transpose C-Level and reason code information from each measured area worksheet.

2. The unit commander will evaluate the measured areas to determine the units overall C-level. Enter the commanders overall C-Level rating in READY.

3. If the commander is SUBJECTIVELY upgrading or downgrading the units overall C-level, enter the overall C-level rating in READY and a remark against "REASN" in LABEL. The remark should include the commanders rational in changing the C-Level, actions taken to correct the problem, progressive C-level and a Get Well Date.

4. The unit SORTS monitor must sign and date the "Prepared By" block upon completion of the report.

5. The unit commander must sign the "commanders" block, indicating concurrence with the report.

PREPARED BY/DATE:_____ / _____.

COMMANDER/DATE:_____ / _____.

Classified by: CJCS MOP 11
Declassify: OADR

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)
<u>10th Security Police Squadron</u>
CRITICAL PERSONNEL WORKSHEET

AFSC	REQD	ASGN	AVAIL	AFSC	REQD	ASGN	AVAIL
3P072__	__9__	_____	_____	_____	_____	_____	_____
3P052__	__3__	_____	_____	_____	_____	_____	_____
3P032__	__1__	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	TOTAL:	__13__	_____	_____
					(CPAUTH)	(CPASG)	(CPAVL)

INSTRUCTIONS. Use this worksheet in conjunction with AFI 10-201, chap 4. when counting Critical Personnel.

1. Critical Personnel:

1.1. Using table 4.4, list all critical AFSC, regardless of skill level, in the "AFSC" column. Count suffixed AFSCs separately and prefixed AFSCs together unless table 4.4 says otherwise. (Don't count "1" skill level positions).

1.2. Use the UTC listing to total all AFSCs identified form table 4.4 and place in the "REQD" column.

1.3. Using the SORTS Desire List, total all assigned personnel by AFSC and skill level in the "ASGN" column. (Don't count "1" levels)

1.3.1. Identify any overages in parenthesis.

1.3.2. Skill level substitutions may be accomplished by substituting two skill levels above or one skill level below the required positions. To be eligible, the individuals must be able to perform at the skill level to which they are to be assigned. Verify authorized substitutions from governing unit directives.

1.3.3. To show substitutions reference the following example:

AFSC	REQD	ASGN	AVAIL	AFSC	REQD	ASGN	AVAIL
1C370	4	4(2)	4	1C370	4	4(2)(1)	4
1C350	3	2	2	1C350	3	2	2 3

The example indicates that AFSC 1C370 had an overage in the "ASGN" column, indicated by the numbers in parenthesis, and that AFSC 1C350 had a shortfall in the "ASGN" column. Verifying that 1C370s

could substitute for 1C350s; one position was moved. Notice how the "ASGN" and "AVAIL" columns changed.

1.4. Use para 4.5. and table 4.5 to count total critical personnel under Available (CPAVL). Personnel having a Interpreting Personnel Status Code of "A" or commander approval with codes "CC" or "CC/A" can be counted. (Do not count if status code is "NA").

(Note: Count personnel that can return to meet DOC response time in "CPAVL.")

2. Remarks. When mismatches reflect a shortfall in any AFSC group, submit a remark against "PRRAT" in LABEL listing UTC/AFSC/Number of AFSC Required by UTC/Number of AFSC Authorized by UMD. Use a remark with "PERTP" in LABEL to explain shortages in personnel, commanders must indicate actions taken to correct the problem: AFSC/REQ/ASGN/AVAIL/UGT/PRC. *(PRC: Personnel Reason Code)* (Use table 4.6, personnel reason codes P81, P82, P83, or P84 as applicable for each AFSC listed.)

3. 10 MSS/DPM. DPM must verify all critical personnel figures and substitutions.

VERIFIED BY DPM/DATE:_____/ _____.

Classified by: CJCS MOP 11
Declassify: OADR

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

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10th Security Police Squadron
AIR FORCE PERSONNEL DATA WORKSHEET (AFPERDAT)

Date: (RICDA)_____ UIC: **FFBFZ0**   DOCNR: **1**   DOCID: **QM22**

Total Personnel :
Assigned :_____
        (TPASG)

Available: _____ / Auth/Req _____ X 100 = _____% = C - _____
        (TPAVL)   (TPAUTH)   (PERTP)

                                                                    P - _____ _____
Critical Personnel: (PRRAT)   (PRRES)

Assigned: _____
        (CPASG)

Available: _____ / Auth/Req _____ X 100 = _____% = C - _____
        CPAVL)   (CPAUTH)   (PERTC)

INSTRUCTIONS. Use this worksheet in conjunction with AFI 10-201, chap 4 and the Critical Personnel Worksheet.

1. Date. Enter Date.

2. Total Personnel. Enter the number of assigned or attached by UTC in TPASG, the number of authorized or required by UTC in TPAUTH, and the total number of available personnel by UTC (include those that are not available, but can return to meet DOC response time) in TRAVL. Divide number of personnel available by the number of personnel authorized/required, and multiply the number by 100. Round to the nearest whole number and place percentage in PERTP. Calculate C-Level using table 4.2.

3. Critical Personnel. Divide number of personnel available by the number of personnel authorized and multiply the number by 100. Round to the nearest whole number and place percentage in PERTC. Calculate C-Level using table 4.3.

4. Overall Personnel C-Level & Remark. Select the lowest of the two C-Levels and enter in PRRAT. If less than P-1, enter the reason code from table 4.6. (that closely identifies the problem) enter in PRRES.

Use a remark with "PRRES" in LABEL to explain reason code.

If the total personnel percentage is in the range from:	then the total personnel P-level is:
90 to 100	P-1
80 to 89	P-2
70 to 79	P-3
0 to 69	P-4

If the critical personnel percentage is in the range from:	then the critical personnel P-level is:
85 to 100	P-1
75 to 84	P-2
65 to 74	P-3
0 to 64	P-4

(Table 4.2.)   (Table 4.3.)

Classified by: CJCS MOP 11
Declassify: OADR

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

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<u>10th Security Police Squadron</u>
EQUIPMENT AND CONDITION C-LEVEL WORKSHEET (EQCONDAT)

Date: (RICDA)_____ UIC: FFBFZ̶0̶ DOCNR: 1 DOCID: QM22

COMBAT ESSENTIAL

M-16s:

$$\frac{\underline{\hspace{3cm}}}{\text{(Mission Ready and available)}} / \frac{\underline{\hspace{2cm}}}{\text{(Req)}} X\ 100 = \underline{\hspace{2cm}} \%$$

Other Weapons:

$$\frac{\underline{\hspace{3cm}}}{\text{(Mission Ready and available)}} / \frac{\underline{\hspace{2cm}}}{\text{(Req)}} X\ 100 = \underline{\hspace{2cm}} \%$$

$$\frac{\underline{\hspace{2cm}}}{\text{(ERSA1)}} \%$$

Communications:

$$\frac{\underline{\hspace{3cm}}}{\text{(Mission Ready and available)}} / \frac{\underline{\hspace{2cm}}}{\text{(Req)}} X\ 100 = \frac{\underline{\hspace{2cm}}}{\text{(ERSA2)}} \%$$

$$\frac{\underline{\hspace{2cm}}}{\text{(EQREE)}} \% = R\text{-} \frac{\underline{\hspace{1.5cm}}}{\text{(ERRAT)}} \frac{\underline{\hspace{1.5cm}}}{\text{(ERRES)}}$$

SUPPORT EQUIPMENT
NON-REPORTABLE AREA

INSTRUCTIONS. Use this worksheet in conjunction with AFI 10-201, chap 6.

1. Enter Date.

2. Enter the number of "Mission Ready and Available" M-16s, Other Weapons, and Communications Equipment currently available and in condition to function fully within our units DOC response time.

3. Enter the number of required items in each measured subarea under "Req."

4. Divide each measured subarea and multiply each by 100. Enter the lowest subarea percentage in "EQREE."

5. Use "EQREE" in conjunction with table 6.4. to calculate R-level. If less than R-1, enter the reason code from table 6.6. (that closely identifies the problem) enter in ERRES.

6. Remarks. Explain each subarea less than 90 percent in a remark against the label for that ERSA. If multiple ERSA subareas limit R-level, a remark against "ERRES" in LABEL, summarizing the problem is required.

VERIFIED BY: 10 LG/DATE_____/_____

If the lowest of the combat essential and support equipment condition percentages is in the range from:	then for the equipment condition R-level under label ERRAT report:
90 to 100	R-1
70 to 89	R-2
60 to 69	R-3
0 to 59	R-4

(Table 6.4.)

Classified by: CJCS MOP 11
Declassify: OADR

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)
10th Security Police Squadron
EQUIPMENT AND SUPPLIES C-LEVEL WORKSHEET (EQSOHDAT)

Date: (RICDA)_____ UIC: **FFBFZ0**   DOCNR: **1**   DOCID: **QM22**

COMBAT ESSENTIAL

M-16s:

$$\frac{\text{_____}}{\text{(On-Hand)}} / \frac{\text{_____}}{\text{(Req)}} \times 100 = \text{_____} \%$$

$$\frac{\text{_____}}{\text{(ESSA1)}} \%$$

Other Weapons:

$$\frac{\text{_____}}{\text{(On-Hand)}} / \frac{\text{_____}}{\text{(Req)}} \times 100 = \text{_____} \%$$

$$\frac{\text{_____}}{\text{(EQSEE)}} \%$$

Communications:

$$\frac{\text{_____}}{\text{(On-Hand)}} / \frac{\text{_____}}{\text{(Req)}} \times 100 = \frac{\text{_____}}{\text{(ESSA2)}} \%$$

Total Munitions:

$$\frac{\text{_____}}{\text{(On-Hand)}} / \frac{\text{_____}}{\text{(Req)}} \times 100 = \frac{\text{_____}}{\text{(ESSA5)}} \%$$

$$\frac{\text{_____}}{\text{}} \% = S - \frac{\text{\_\_\_\_\_}}{\text{(ESRAT)}} \frac{\text{\_\_\_\_\_}}{\text{(ESRES)}}$$

SUPPORT EQUIPMENT

Unit Equipment:

$$\frac{\text{_____}}{\text{(On-Hand and mission ready)}} / \frac{\text{_____}}{\text{(Req)}} \times 100 = \frac{\text{_____}}{\text{(ESSA6)}} \%$$

and

(EQSSE)

INSTRUCTIONS. Use this worksheet in conjunction with AFI 10-201, chap 5.

1. Date. Enter Date.

2. COMBAT ESSENTIAL:

2.1. Divide the On-Hand by REQ and multiply by 100; enter the percentage in the applicable ESSA field.

2.2. Determine the lowest percentage ESSA field and place that percentage in "EQSEE."

3. SUPPORT EQUIPMENT:

3.1. Count other equipment items listed in your logistics details that are on hand and mission ready, and that are not measured in other ESSAs and place that percentage in "ESSA6" & "EQSSE."

4. Percentage. The lowest percentage of "EQSEE" and "ESSA6 & EQSSE" are used in conjunction with table 5.5. to calculate the S-level. If less than S-1 enter the reason code from table 5.7. (that closely identifies the problem) enter in ESRES.

5. Remarks. Explain each subarea less than 90 percent in a remark against the label for that ESSA. If multiple ESSA subareas limit S-level, a remark against "ESRES" in LABEL, summarizing the problem is required.

VERIFIED BY: 10 LG/DATE_____/_____

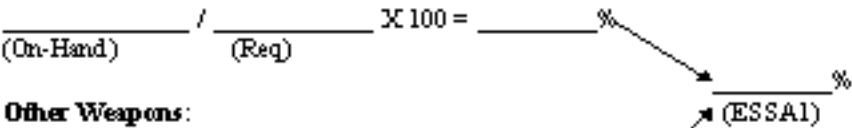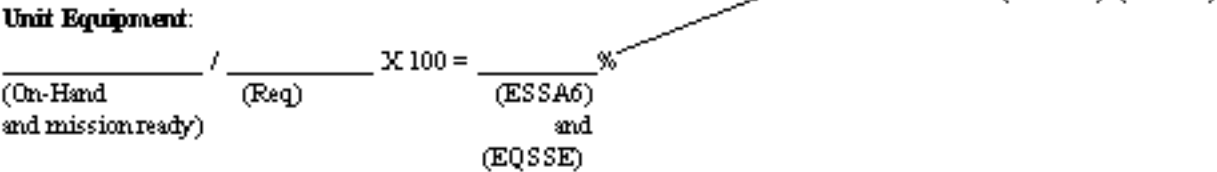| If the lower of the combat essential equipment and support equipment on hand percentage is in the range from:	then for the equipment and supplies on hand S-level under the label ESRAT report:
90 to 100	S-1
80 to 89	S-2
65 to 79	S-3
0 to 64	S-4

(Table 5.5.)

Classified by: CJCS MOP 11
Declassify: OADR

CLASSIFIED: C O N F I D E N T I A L (WHEN FILLED IN)

10th Security Police Squadron

TRAINING C-LEVEL WORKSHEET (AFTNGDAT)

Date: (RICDA)_____ UIC: **FFBFZ0**   DOCNR: **1**   DOCID: **QM22**

Training Method: C

Weapons Qualification:

$$\frac{\rule{2cm}{0.4pt}}{\text{(Trained)}} \Big/ \frac{\rule{2cm}{0.4pt}}{\text{(Req)}} \ X\ 100 = \frac{\rule{2cm}{0.4pt}}{\text{(TRSA1)}}\% $$

Duty Positions:

$$\frac{\rule{2cm}{0.4pt}}{\text{(Trained)}} \Big/ \frac{\rule{2cm}{0.4pt}}{\substack{\text{(Requiring}\\\text{Training)}}} \ X\ 100 = \frac{\rule{2cm}{0.4pt}}{\text{(TRSA2)}}\% \longrightarrow \frac{\rule{2cm}{0.4pt}}{\text{(TRUTC)}}\% = \text{T-}\frac{\rule{1.5cm}{0.4pt}}{\text{(TRRAT)}} \frac{\rule{1.5cm}{0.4pt}}{\text{(TRRES)}}$$

INSTRUCTIONS. Use this worksheet in conjunction with AFI 10-201, chap 7.

1. Enter Date.

2. Subarea descriptions are outlined in table 7.5.

2.1. Weapons Qualification. Divide the number of total personnel trained by the number of total personnel requiring training and multiply by 100; enter the percentage in the "TRSA1" field.

2.2. Duty Position. Divide the number of personnel trained by the number of personnel requiring training and multiply by 100; enter this percentage in the "TRSA2" field.

3. Determine the lowest percentage from subareas TRSA1 and TRSA2 and place that percentage in the TRUTC field. Use table 7.3. to change percentage listed in TRUTC to a T-level and place in the TRRAT field. If less than T-1 enter the reason code from table 7.6. (that closely identifies the problem) in the TRRES field.

4. Remarks. Explain each subarea less than 85 percent in a remark against the label for that subarea. If multiple subareas limit the T-level, a remark against "TRRES" in LABEL is required.

If the training percentage is in the range from:	then the T-level is:
85 to 100	T-1
70 to 84	T-2
55 to 69	T-3
0 to 54	T-4

(Table 7.3.)

Classified by: CJCS MOP 11
Declassify: OADR

CLASSIFIED: **C O N F I D E N T I A L** (WHEN FILLED IN)

REMARKS WORKSHEET

LABEL/C/A or D/LABEL:_____//

GENTEXT/RMK/
date:YYMMDD_____
_____
_____//

LABEL/C/A or D/LABEL:_____//

GENTEXT/RMK/
date:YYMMDD_____
_____
_____//

LABEL/C/A or D/LABEL:_____//

GENTEXT/RMK/
date:YYMMDD_____
_____
_____//

LABEL/C/A or D/LABEL:_____//

GENTEXT/RMK/
date:YYMMDD_____
_____
_____//

LABEL/C/A or D/LABEL:_____//

GENTEXT/RMK/
date:YYMMDD_____
_____
_____//

LABEL/C/A or D/LABEL:_____//

GENTEXT/RMK/
date:YYMMDD_____
_____
_____//

INSTRUCTIONS. Use this worksheet with AFI 10-201, chap 8 and all measured area worksheets.

1. Use the element's label as the value of the remark data element called LABEL. (I.E. READY, RICDA, PRRAT...)

2. If the remark is being added or updated, circle the letter "A." If the remark is no longer required, circle the letter "D."

3. Write in plain English using Air Force standard acronyms or define non-standard acronyms before using them.

4. When completing a remark, the following are areas that need to be addressed:

4.1. List resource types with problems.

4.2. State numbers required, assigned, available.

4.3. Explain problem causes if known.

4.4. Identify assistance already requested.

4.5. Highlight further actions required.

4.6. State which UTCs and missions the measured unit can undertake when the overall C-level is less than C-1.

4.7. Any unique remark format listed on any of your unit worksheets.

5. If remarks have not changed from previous report, then update LABEL and date and show "NO CHANGE" in narrative. If the remark hasn't changed in 90 days, then the whole remark needs to resubmitted.

Classified by: CJCS MOP 11
Declassify: OADR

CLASSIFIED: **C O N F I D E N T I A L** (WHEN FILLED IN)

RICHARD H. DOWNING,   Col, USAF
Commander, 10th Air Base Wing